



**University
Council Bylaws**

**Revised
May 9, 2023**

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**BYLAWS OF THE
BOWIE STATE UNIVERSITY
UNIVERSITY COUNCIL**

PREAMBLE

**Pursuant to the powers vested in the
President of Bowie State University,
the following is hereby adopted and declared as the
Bylaws of the University Council of Bowie State University**

ARTICLE I

Name, Purpose, and Responsibilities

Section 1. Name

The name of the organization shall be the Bowie State University Council, hereafter referred to as the University Council (UC).

Section 2. Purpose

The purpose of the University Council governing body is to act as an informational conduit as well as to provide an open forum to discuss issues affecting the campus community. Specifically, it is the responsibility of the UC to review and propose policy, and to advise the President concerning those policies. Toward this end, the UC will act as a conduit for two-way communication between the campus community and administration by identifying issues that may potentially impact (faculty, staff, and students) staff and by examining possible solutions.

Section 3. Responsibilities

The University Council shall have such responsibilities as may hereafter be delegated to it by the President of the University or by the Board of Regents, and shall have the power to enact, amend, and repeal its own bylaws for its internal functioning. To that end the UC shall have the power to engage the following responsibilities:

- a. Review all agendas, minutes, reports, recommendations and actions of all UC committees;
- b. Prepare for distribution, five (5) days prior to meetings, the topics for UC deliberation;
- c. Request that representative shared governance groups meet, discuss and possibly resolve any differences among their respective recommendations;
- d. Recommend policies and procedures involving relationships among and between the UC, the University President, and the representative shared governance groups;
- e. Ensure vacant positions on committees are filled properly and promptly;
- f. Provide the names of members of committees to the UC at the September meeting;
- g. Ensure UC committees submit written reports to the UC as required, with at least one report per semester; and,
- h. Conduct the process for amending UC Bylaws; and maintain records of UC transactions, to include committee summary reports and update the University Council Bylaws when necessary.

ARTICLE II

Governance and Membership

Section 1. Governance

The University Council (UC) is composed of representatives from Bowie State University Administration and the Four (4) Shared Governance groups.

- a. Faculty Senate (FS)
- b. Staff Council (SC)
- c. Student Government Association (SGA)
- d. Graduate Student Association (GSA)

Section 2. Membership

The University Council shall consist of three (3) Bowie State University administrators including the President (ex-officio), Provost and Vice President for Academic Affairs, Vice President for Enrollment Management & Student Affairs and three (3) members from the Executive Committee/Board of each University Shared Governance group. Thus, the University Council shall consist of fifteen (15) members:

- a. Three (3) Faculty Senate members - Chair, Vice Chair, and Secretary
- b. Three (3) Staff Council members - Chair, Vice Chair, and Secretary
- c. Three (3) Student Government Association members - President, Vice President, and Representative at Large
- d. Three (3) Graduate Student Association members - President, Vice President, and Representative at Large
- e. Three (3) University Administration members - University President (ex-officio), Provost and Vice President for Academic Affairs, and Vice President for Enrollment Management & Student Affairs

ARTICLE III

Officers and Duties

Section 1. Officers

Officers of the University Council shall be designated as Chair and Vice Chair. Term of office shall begin on July 1st for a period of two (2) years. Officers shall be elected from and by the membership body of the Faculty Senate and Staff Council.

- a. The Chair shall alternate between the Chair of the Faculty Senate and the Chair of the Staff Council.
- b. The Vice Chair shall alternate between the Chair of the Faculty Senate and the Chair of the Staff Council.
- c. Secretarial/clerical support shall be provided by the university administration.

Section 2. Duties

Officers of the University Council shall have the following duties:

1. The Chair shall preside over all UC meetings and carry out other duties as specified by the UC Bylaws. The Chair will not be a voting member unless required to break a tie of the voting members.
2. The Vice Chair shall serve in the absence of the Chair and will assist the UC Chair as requested.
3. Secretarial/clerical support shall include recording of minutes at all UC meetings; communicating activities to the UC members; preparation and distribution of the agenda for future UC meetings; and preparation and distribution of minutes to UC members at least five (5) days prior to the meeting.

ARTICLE IV

Procedures and Activities

Section 1. Rules of Procedure

The rules of procedure in UC meetings, except as otherwise specified herein, shall be those presented in Robert's Rules of Order Newly Revised.

Section 2. Regular Meetings

The UC shall meet monthly during the academic year at a time and place determined by UC consensus. The secretary will notify UC members of meetings. Such notification should be written email correspondence at least seven (7) days in advance of the meeting and should include a tentative agenda.

No meetings are scheduled in January or the Summer and Winter Terms.

Section 3. Special Meetings

Special meetings may be called by the Chair or at the request of the University President or two (2) or more shared governance bodies.

Section 4. University Council Actions

The UC may consider a recommendation made by another governance body.

Section 5. Quorum

Roberts Rules of Order Newly Revised suggest that a quorum shall be considered as the minimum number of committee members that should be present to make the proceedings of a meeting valid, or a majority of the committee membership.

A quorum of the UC shall consist of fifty percent of the committee membership, and/or include at least one member from each of the governance groups.

Section 6. Amending Bylaws

The UC Bylaws shall be amended after a first reading of the amendment. Ratification shall be a ballot at the meeting after the first reading of the amendment.

Proposed amendments will be distributed to all UC members at least three (3) weeks prior to the UC vote on the amendment, a two-thirds vote of the UC will be required for action.

ARTICLE V

Committees of the University Council

Committee Names

There shall be Six (6) Committees of the University Council.

1. Traffic, Parking and Safety (TPS)
2. Space, Building and Grounds (SBG)
3. Fiscal Affairs (FA)
4. Government Relations (GR)
5. Wellness (W)
6. Information Technology (IT)

Section 1. Traffic, Parking and Safety (TPS) Committee

1.1 Purpose

The purpose of the TPS Committee shall be to develop and recommend for implantation traffic, parking, safety and environmental issues, rules and regulations.

1.2 Membership

The TPS Committee shall consist of fourteen (14) members:

- a. Vice President for Administration and Finance (ex-officio)
- b. Director of Public Safety (ex-officio)
- c. Three (3) Faculty members, selected by the Faculty Senate Chair to serve a two-year term
- d. Three (3) Staff Council members, selected by the Staff Council Chair to serve a two-year term
- e. Three (3) students selected by the SGA President to serve a one-year term
- f. Three (3) students selected by the GSA President to serve a one-year term

1.3 Officers and Duties

Officers of the TPS Committee shall be designated as Chair, Vice Chair, and Secretary. Term of office shall begin on July 1st for a period of one (1) year. Officers shall be elected from and by the TPS Committee membership. Duties of each officer shall be as follows.

1. The Chair shall preside over all meetings and carry out other duties as specified by the UC Bylaws. The Chair will not be a voting member unless required to break a tie of the voting members.
2. The Vice Chair shall serve in the absence of the Chair and will assist the Chair as requested.
3. The Secretary shall keep minutes of all meetings; shall keep the TPS members informed of the activities of the TPS, prepare and distribute the agenda for future meetings of the committee, and shall distribute the minutes of meetings to the members at least five (5) days prior to the meeting.

1.4 Rules of Procedure

The rules of procedure in TPS Committee meetings shall be those presented in the Robert's Rules of Order Newly Revised where not inconsistent with the University Council (UC), Bowie State University (BSU), and related University System of Maryland (USM) policy.

1.5 Regular and Special Meetings

The TPS Committee shall meet monthly during the academic year at a time and place determined by TPS consensus. The secretary will notify members of meetings. Such notification should be written email correspondence at least seven (7) days in advance of the meeting and should include a tentative agenda.

- a. No meetings are scheduled in January or summer terms.
- b. Special meetings may be called as determined by urgency of the matters by accord of the Chair or the Secretary.

1.6. Committee Actions

The TPS Committee may consider a recommendation made by another governance body.

1.7. Quorum

- a. A quorum shall be considered as the minimum number of committee members that should be present to make the proceedings of the TPS Committee meeting valid, or a majority of its membership.
- b. A quorum of the TPS Committee shall consist of fifty percent of its membership, and/or at least one member from each of the governance groups.

Section 2. Space, Buildings and Grounds (SBG) Committee

2.1 Purpose

The purpose of the SBG Committee shall be to address concerns regarding existing and future buildings and the surrounding campus environment. The committee shall encourage the academic community's involvement both in the early stages of new building planning and landscape development so that University offices/departments/colleges may review architectural plans, offer suggestions and make recommendations before plans are officially adopted and construction begins. Further duties of the SBG shall include recommending policies concerning the utilization of space with university buildings, to insure that it is consistent with the policies and procedures established by the University.

2.2 Membership

The SBG Committee shall consist of fourteen (14) members:

- a. Director of Facilities (ex-officio)
- b. A Representative of the Dean's Council (ex-officio)
- c. Three (3) Faculty members selected by the Faculty Senate Chair to serve a two-year term
- d. Three (3) Staff Council members selected by the Staff Council Chair to serve a two-year term

- e. Three (3) students selected by the SGA President to serve a one-year term
- f. Three (3) students selected by the GSA President to serve a one-year term

2.3 Officers and Duties

Officers of the SBG Committee shall be designated as Chair, Vice Chair, and Secretary. Term of office shall begin on July 1st for a period of one (1) year. Officers shall be elected from and by the membership. Duties of each officer shall be as follows.

1. The Chair shall preside over all meetings and carry out other duties as specified by the UC Bylaws. The Chair will not be a voting member unless required to break a tie of the voting members.
2. The Vice Chair shall serve in the absence of the Chair and will assist the Chair as requested.
3. The Secretary shall keep minutes of all meetings; shall keep the SBG members informed of the activities of the SBG, prepare and distribute the agenda for future meetings of the committee, and shall distribute the minutes of meetings to the members at least five (5) days prior to the meeting.

2.4 Rules of Procedure

The rules of procedure in SBG Committee meetings shall be those presented in the Robert's Rules of Order Newly Revised where not inconsistent with the University Council (UC), Bowie State University (BSU), and related University System of Maryland (USM) policy.

2.5 Regular and Special Meetings

The SBG Committee shall meet monthly during the academic year at a time and place determined by consensus. The secretary will notify members of meetings. Such notification should be written email correspondence at least seven (7) days in advance of the meeting and should include a tentative agenda.

- a. No meetings are scheduled in January or summer terms.
- b. Special meetings may be called as determined by urgency of the matters by accord of the Chair or the Secretary.

2.6 Committee Actions

The SBG Committee may consider a recommendation made by another governance body.

2.7 Quorum

- a. A quorum shall be considered as the minimum number of committee members that should be present to make the proceedings of the SBG Committee meeting valid, or a majority of its membership.
- b. A quorum of the SBG Committee shall consist of fifty percent of its membership, and/or at least one member from each of the governance groups.

Section 3. Fiscal Affairs (FA) Committee

3.1 Purpose

The purpose of the FA Committee shall be to review the University's fiscal resources and make recommendations regarding the utilization of these fiscal resources to the UC. The committee shall focus its efforts on the following activities:

- a. Become knowledgeable about the internal and external mandates that affect the allocation of the University's fiscal resource.
- b. Examine the University's plans and policies and make recommendations regarding current and on-going initiatives.
- c. Review, evaluate and comment on the University's operational budget.
- d. Advise or recommend the use of supplemental and discretionary funds as they become available.
- e. Provide input in the development of reports for the University System of Maryland (USM) and the Maryland Higher Education Commission (MHEC) on the University's fiscal allocation plans and actions.
- f. Provide an annual report to the UC, assess fiscal activity and progress toward meeting the University's mandates and priorities.

3.2 Membership

The FA Committee shall consist of fourteen (14) members:

- a. Vice President for Administration and Finance (ex-officio)
- b. BSU Budget Director (ex-officio)
- c. Three (3) Faculty members selected by the Faculty Senate Chair to serve a two-year term
- d. Three (3) Staff Council members selected by the Staff Council Chair to serve a two-year term
- e. Three (3) students selected by the SGA President to serve a one-year term
- f. Three (3) students selected by the GSA President to serve a one-year term

3.3 Officers and Duties

Officers of the FA Committee shall be designated as Chair, Vice Chair, and Secretary. Term of office shall begin on July 1st for a period of one (1) year. Officers shall be elected from and by the Fiscal Affairs Committee membership. Duties of each officer shall be as follows:

1. The Chair shall preside over all meetings and carry out other duties as specified by the UC Bylaws. The Chair will not be a voting member unless required to break a tie of the voting members.
2. The Vice Chair shall serve in the absence of the Chair and will assist the Chair as requested.
3. The Secretary shall keep minutes of all meetings; shall keep the FA members informed of the activities of the FA, prepare and distribute the agenda for future meetings of the committee, and shall distribute the minutes of meetings to the members at least five (5) days prior to the meeting.

3.4. Rules of Procedure

The rules of procedure in FA Committee meetings shall be those presented in the Robert's Rules of Order Newly Revised where not inconsistent with the University Council (UC), Bowie State University (BSU), and related University System of Maryland (USM) policy.

3.5 Regular and Special Meetings

The FA Committee shall meet monthly during the academic year at a time and place determined by consensus. The secretary will notify members of meetings. Such notification should be written email correspondence at least seven (7) days in advance of the meeting and should include a tentative agenda.

- a. No meetings are scheduled in January or summer terms.
- b. Special meetings may be called as determined by urgency of the matters by accord of the Chair or the Secretary.

3.6 Committee Actions

The FA Committee may consider a recommendation made by another governance body.

3.7 Quorum

- a. A quorum shall be considered as the minimum number of committee members that should be present to make the proceedings of the FA Committee meeting valid, or a majority of its membership.
- b. A quorum of the FA Committee shall consist of fifty percent of its membership, and/or at least one member from each of the governance groups.

Section 4. Government Relations (GR) Committee

4.1 Purpose

The purpose of GR Committee shall be to:

- a. Work collaboratively with the President's office and Institutional Advancement monitoring State and Federal legislative policies, laws and mandates and to respond to issues affecting higher education and Bowie State University
- b. Report to the UC on important issues under consideration that affect higher education and Bowie State University specifically.

4.2 Membership

The GR Committee shall consist of fourteen (14) members:

- a. Vice President for Institutional Advancement (ex-officio)
- b. President's Assistant for Legislative affairs (ex-officio)
- c. Three (3) Faculty members selected by the Faculty Senate Chair to serve a two-year term
- d. Three (3) Staff Council members selected by the Staff Council Chair to serve a two-year term
- e. Three (3) students selected by the SGA President to serve a one-year term
- f. Three (3) students selected by the GSA President to serve a one-year term

4.3 Officers and Duties

Officers of the GR Committee shall be designated as Chair, Vice Chair, and Secretary. Term of office shall begin on July 1st for a period of one (1) year. Officers shall be elected from and by the GR Committee membership. Duties of each officer shall be as follows:

1. The Chair shall preside over all meetings and carry out other duties as specified by the UC Bylaws. The Chair will not be a voting member unless required to break a tie of the voting members.
2. The Vice Chair shall serve in the absence of the Chair and will assist the Chair as requested.
3. The Secretary shall keep minutes of all meetings; shall keep the GR members informed of the activities of the GR, prepare and distribute the agenda for future meetings of the committee, and shall distribute the minutes of meetings to the members at least five (5) days prior to the meeting.

4.4 Rules of Procedure

The rules of procedure in GR Committee meetings shall be those presented in the Robert's Rules of Order Newly Revised where not inconsistent with the University Council (UC), Bowie State University (BSU), and related University System of Maryland (USM) policy.

4.5 Regular and Special Meetings

The GR Committee shall meet monthly during the academic year at a time and place determined by consensus. The secretary will notify members of meetings. Such notification should be written email correspondence at least seven (7) days in advance of the meeting and should include a tentative agenda.

- a. No meetings are scheduled in January or summer terms.
- b. Special meetings may be called as determined by urgency of the matters by accord of the Chair or the Secretary.

4.6 Committee Actions

The GR Committee may consider a recommendation made by another governance body.

4.7 Quorum

- a. A quorum shall be considered as the minimum number of committee members that should be present to make the proceedings of the GR Committee meeting valid, or a majority of its membership.
- b. A quorum of the GR Committee shall consist of fifty percent of its membership, and/or at least one member from each of the governance groups.

Section 5. Wellness (W) Committee

5.1 Purpose

The purpose of the W Committee is to ensure an environment that promotes the health of all members of the University community. It shall serve as a catalyst for the creation of a campus climate in which health of the entire community, holistically conceived, is appreciated and fostered. The responsibilities of the W Committee include the following:

- a. Collaborate with and provide appropriate advice to University offices and departments in assessing wellness, health and curriculum-related needs and initiatives.
- b. Provide advice to University offices and department regarding worksite wellness programs for campus employees.
- c. Evaluate and make recommendations to appropriate bodies regarding University policies on all issues affecting the health of the campus community, including alcohol and substance abuse issues.
- d. Assess the impact of initiative undertaken by the University to address alcohol and substance abuse and the effect of such abuse on the overall campus climate.
- e. Help the University participate in the on-going national dialogue regarding wellness and alcohol abuse issues.

5.2 Membership

The W Committee shall consist of fifteen (15) members:

- a. Director of Student Health Services (ex-officio)
- b. Representative of the Wellness and Counseling Center (ex-officio)
- c. Director of Alcohol, Tobacco, and Other Drug (ex-officio)
- d. Three (3) Faculty members selected by the Faculty Senate Chair to serve a two-year term
- e. Three (3) Staff Council members selected by the Staff Council Chair to serve a two-year term
- f. Three (3) students selected by the SGA President to serve a one-year term
- g. Three (3) students selected by the GSA President to serve a one-year term

5.3 Officers and Duties

Officers of the W Committee shall be designated as Chair, Vice Chair, and Secretary. Term of office shall begin on July 1st for a period of one (1) year. Officers shall be elected from and by the W Committee membership. Duties of each officer shall be as follows:

1. The Chair shall preside over all meetings and carry out other duties as specified by the UC Bylaws. The Chair will not be a voting member unless required to break a tie of the voting members.
2. The Vice Chair shall serve in the absence of the Chair and will assist the Chair as requested.
3. The Secretary shall keep minutes of all meetings; shall keep the W members informed of the activities of the W, prepare and distribute the agenda for future meetings of the committee, and shall distribute the minutes of meetings to the members at least five (5) days prior to the meeting.

5.4 Rules of Procedure

The rules of procedure in W Committee meetings shall be those presented in the Robert's Rules of Order Newly Revised where not inconsistent with the University Council (UC), Bowie State University (BSU), and related University System of Maryland (USM) policy.

5.5 Regular and Special Meetings

The W Committee shall meet monthly during the academic year at a time and place determined by consensus. The secretary will notify members of meetings. Such notification should be written email correspondence at least seven (7) days in advance of the meeting and should include a tentative agenda.

- a. No meetings are scheduled in January or summer terms.
- b. Special meetings may be called as determined by urgency of the matters by accord of the Chair or the Secretary.

5.6. Committee Actions

The Wellness Committee may consider a recommendation made by another governance body.

5.7 Quorum

- a. A quorum shall be considered as the minimum number of committee members that should be present to make the proceedings of the W Committee meeting valid, or a majority of its membership.
- b. A quorum of the Wellness Committee shall consist of fifty percent of its membership, and/or at least one member from each of the governance groups.

Section 6. Information Technology (IT) Committee

6.1 Purpose

The purpose of the IT Committee shall be as follows:

- a. Advise the UC regarding campus technology needs and priorities governing computer use, software and hardware products provided by the University.
- b. Recommend to the UC strategic approaches for global and connected teaching and learning, as well as technology-enriched services.
- c. Recommend to the UC strategic approaches for technology-enriched services applied to teaching and learning, and global campus connection.
- d. Advocate and promote enhanced technology services and resources for the campus community, including effectiveness and efficiency for a wide range of campus processes, support of teaching and learning, communications, data analysis and storage, and infrastructure.
- e. Develop and review policy recommendations related to information technology in areas such as online and hybrid learning, faculty computing, student computing, smart classrooms and laboratories, campus software and IT training.

6.2 Membership

The IT Committee shall consist of the following members:

- a. Vice President for Information Technology (ex-officio)
- b. Dean of the Library (ex-officio)
- c. Director of Academic Computing (ex-officio)
- d. One (1) Faculty member selected by Each College to serve a two-year term
- e. Two (2) Staff Council members selected by the Staff Council Chair to serve a two-year term
- f. Two (2) students selected by the SGA President to serve a one-year term
- g. Two (2) students selected by the GSA President to serve a one-year term

Ex-officio members may be represented by delegates acting in charge. When an Academic Department or the Staff Council does not designate a representative to the IT Committee, the Chairperson of the Department or the Chair of the Staff Council are by default the members of the IT Committee.

6.3 Officers and Duties

Officers of the IT Committee shall be designated as Chair, Vice-Chair, Secretary and Parliamentarian. These officers will serve a two-year term unless the elected member is not returned to the IT Committee by their representative body. Election of officers shall take place by secret ballot in May of the academic year before conclusion of the two-year term. The IT Committee cannot dictate the members selected by the representative body for representation.

Duties of the IT Committee officers are as follows:

- a. Chair - The Chair shall solicit agenda topics from IT members at least two weeks before regular meetings; report monthly to the UC on information based on the approved minutes of the IT Committee; and designate temporary sub-committees for dealing with specific matters that will be reported in successive meetings until the purpose of appointment is finalized.
- b. Vice-chair -The Vice-chair will serve as acting Chair in absence of the Chair.
- c. Secretary - The Secretary shall provide each member with a copy of minutes and meeting agenda at least one week prior to regular meetings. Secretarial function shall be assumed by a committee member in absence of the elected Secretary.
- d. Parliamentarian – Ensure that order and conduct of meetings are in compliance with the committee’s rules of procedures according to Robert’s Rules of Order Newly Revised.

6.4 Rules of Procedure

The rules of procedure in IT Committee meetings shall be those presented in the Robert’s Rules of Order Newly Revised where not inconsistent with the University Council (UC), Bowie State University (BSU), and related University System of Maryland (USM) policy.

- a. Each representative body shall be briefed by their IT representative(s) each month or as required by the representative body.

- b. Ex-officio members shall notify the Committee Chair (in writing) regarding who will be sitting as their representative; in case of absence.
- c. The order of business shall consist of: call to order, approval of minutes, announcements, sub-committee reports, old business, new business and adjourn.
- d. One meeting in April or May every year shall be dedicated to the annual budget planning for information technology academic services, including hardware, software and sub-contracts. UCIT will facilitate the consolidation of budget needs, having into account that IT services are distributed among several divisions and units.

6.5 Regular and Special Meetings

The IT Committee shall meet monthly on the first Tuesday at three o'clock in the afternoon beginning in September and concluding in May.

- a. No meetings are scheduled in January or summer terms.
- b. Special meetings may be called as determined by urgency of the matters by accord of the Chair or acting Chair and the Secretary.

6.6. Committee Actions

The IT Committee may consider recommendations made by another governance body.

6.7 Quorum

- a. A quorum shall be considered as the minimum number of committee members that should be present to make the proceedings of the IT Committee meeting valid, or a majority of its membership.
- b. A quorum of the IT Committee shall consist of fifty percent of its membership, and/or at least one member from each of the governance groups.

Notes

- 1. Ex-officio Members are Non-voting Members.
- 2. The language used to define and describe a quorum is based on the latest edition of Robert's Rules of Order.

References

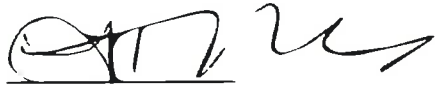
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University System of Maryland (2015) Bylaws, Policies, & Procedures.

The 2022-2023 University Council
Bylaws Select Committee

University President
Staff Council Chair
Faculty Senate Chair
Student Government Association President
Graduate Student Association President

Members of the 2022-2023 University Council (Faculty Senate, Staff Council, Student Government Association, Graduate Student Association, and Bowie State University Administration) produced these revised University Council Bylaws collaboratively. In acknowledgement of the mutual agreement to the terms and agreements contained herein, the 2022-2023 University Council Membership voted on May 9, 2023 to amend and adopt the Bylaws herein by virtue of the affixed signatures below:



Faculty Senate Chair
Dr. Tyesha N. Burks



Staff Council Chair
Mr. George Jones



Student Government Association President
Mr. Chukwudi Nwaolu



Graduate Student Association President
Mr. Michael McGee



Provost & VP for Academic Affairs
Dr. Carl B. Goodman

Reviewed and Approved:



President
Dr. Aminta H. Breaux

9-7-23
Date