



# TOURO UNIVERSITY

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C A L I F O R N I A

## PROGRAM REVIEW COMMITTEE BYLAWS

### ARTICLE 1. NAME

#### Section 1.1 Name.

The name of the organization will be the Touro University California Program Review Committee (“PRC”). It shall be a university committee and report directly to the university Provost/COO

### ARTICLE 2. MISSION, ROLES, AND RESPONSIBILITIES

#### Section 2.1 Mission.

The mission of the Program Review Committee (PRC) is to provide systematic program reviews designed to evaluate and enhance the quality of academic programs through a focus on student learning outcomes, evidence-based decisions, and integration with institutional planning. These reviews may be coordinated with, but are independent of, the periodic reviews of educational programs conducted by professional accrediting agencies.

#### Section 2.2 Roles and Responsibilities.

The roles and responsibilities of the Program Review Committee (PRC) shall be:

- To schedule program reviews and program review meetings
- To define what information will be required in program reviews
- To develop criteria by which to evaluate program effectiveness
- To review the development, the sustainability and the growth of the programs with regard to university infrastructure, facilities and services
- To review recommendations from accrediting agencies, program outcomes from self-studies, and student learning outcomes (SLO) from annual updates
- To develop the *Formal Findings and Recommendations* report
- To review new academic program proposals
- To evaluate the scope and effectiveness of the program review process and making any necessary modifications

## **ARTICLE 3. MEMBERS**

### **Section 3.1 Categories of Membership.**

There shall be two categories of member, Voting Members and Non-Voting Members. Collectively, all Voting Members and Non-Voting Members shall be referred to as “Members.”

Faculty members shall be elected by the Faculty Senate, and shall include at least one representative from each program on campus. The Director of Institutional Effectiveness shall be an ex-officio member. Non-Voting members shall be elected by the PRC voting members.

### **Section 3.2 Voting Members.**

To be eligible to be a voting member of the PRC, an individual must be contracted with TUC with a minimum of 50% commitment to the university. Voting members shall include:

- a. Faculty members possess the rank of
  1. Instructor
  2. Assistant Professor
  3. Associate Professor
  4. Full Professor
- b. Non-faculty members hold the position of Director of Institutional Effectiveness

### **Section 3.3 Non-Voting Members.**

All other individuals shall be Non-Voting members. Non-Voting members may not make motions or vote, but shall have the right to participate and speak on issues before the PRC. Non-Voting members shall include:

- a. Persons with less than 50% commitment to TUC
- b. Persons who hold positions of Associate Dean or higher
- c. Persons who hold non-faculty appointments to TUC

### **Section 3.4 Term Limits**

The Term of Voting Members shall be three (3) years

### **Section 3.5 Resignation**

The PRC Voting Member’s resignation shall be submitted to the Chair of the PRC. The PRC chair shall inform the Chair of the Faculty Senate to hold elections at the Faculty Senate.

## **ARTICLE 4. OFFICERS**

### **Section 4.1 Designation.**

The Program Review Committee shall be governed by a Chairperson (“Chair”), Vice Chairperson (“Vice Chair”) and an Immediate Past-Chair. The presiding officer of the Program Review Committee shall be the Chairperson.

### **Section 4.2 Election and Selection.**

Elections shall be held during a general meeting of the PRC at least one month prior to completion of the current Chair’s term. Voting members of the PRC may submit nominations for election to the office of Chair. The Chair shall be elected from among the voting members of the PRC with at least one year PRC experiences. The nominee receiving the greatest number of total votes shall be deemed the elected Chair. The nominee receiving the second highest number of total votes shall be deemed the elected Vice Chair.

### **Section 4.3 Tenure.**

The term of office for the Chair, Vice-Chair and the Immediate Past-Chair of the PRC shall be two (2) years. The Chair of the PRC shall hold office until a successor is elected and qualified or until the Chair’s resignation.

### **Section 4.4 Term Limits.**

The Chair, Vice-Chair and Immediate Past-Chair may serve no more than three (3) consecutive terms. The Vice-Chair shall complete the term of a Chair who has resigned and shall be considered to have served a complete term if the remaining term of office was at least six months in length. If there are vacancies both in the office of Chair and Vice-Chair-elect, the Immediate Past-Chair shall appoint one member of the committee to serve as Chair for the un-expired term.

### **Section 4.5 Resignation and Vacancies.**

The Chair of the PRC shall be declared vacant upon the resignation of the prior Chair. The Chair’s resignation shall be submitted to the PRC.

### **Section 4.6 Duties**

The Chair shall:

1. Preside over meetings of the PRC;
2. Serve as the principal representative to the Administration and other bodies;
3. Maintain a calendar of scheduled program accreditation visits;

4. Set the agenda for meetings of the PRC in consultation with the other members of the PRC;
5. Notify the membership of all special and regular meetings and will report the results of all votes;
6. Notify the Vice-Chair, if possible, of his/her impending absence, or appoint a temporary Acting Chair in the event that the Vice-Chair will be unable to conduct PRC meetings;
7. Invite meeting participants if needed.

The Vice-Chair shall:

1. Assume all responsibilities described for the Chair in the event that the Chair is absent for meetings or as described in Sections 4.4 and 4.5.
2. Review, maintain, publish, and distribute minutes to the membership.
3. Communicate with the Chair regarding minutes and agenda.

The Immediate Past-Chair shall:

1. Assist in the orderly transition of the change of officers.
2. Provide policy and procedure advice, as necessary.
3. Perform duties assigned by the Chair.

## **ARTICLE 5. MEETINGS**

### **Section 5.1     Regular and Special Meetings.**

The Program Review Committee shall meet on a regular basis, at least quarterly, at such dates and times as decided by the Chair after determining the availability of committee members. Special meetings may be held at the discretion of the Chair of the PRC.

### **Section 5.2     Notice of Meeting.**

Notice of each meeting of the PRC stating the date, time, and place of the meeting, and in the case of a special meeting, the purpose(s) for which the meeting is called, and shall be given to the Members of the PRC at least 10 business days prior to the meeting when feasible. Notice may be given either in writing or orally. Written notice may be delivered by email.

### **Section 5.3     Quorum.**

For a general meeting of the PRC, quorum shall consist of 51% of the Voting Members.

### **Section 5.4     Voting by Proxy.**

Voting by proxy shall not be allowed.

Section 5.5 Action Without Meeting.

No action may be permitted by the PRC without a meeting.

Section 5.6 Agenda

The Chair of the PRC shall set the agenda for the meetings of the PRC.

Section 5.7 Leadership of the Meetings of the Program Review Committee.

The Chair of the PRC shall preside at all meetings of the PRC. In the event that the Chair is absent from a meeting, the Vice-Chair shall assume all responsibilities associated with conducting the meeting. In the event of the absence of both the Chair and the Vice-Chair, the Chair shall appoint a temporary replacement to serve in their absence. In the event that the Chair does not appoint a temporary replacement, the Voting Members in attendance will select an alternate Acting Chair by a simple majority vote.

Section 5.8 Parliamentary Procedure.

The parliamentary procedure for all meetings of the PRC shall be the current edition of Robert's Rules of Order.

**ARTICLE 6. RECORDS**

Section 6.1. Minutes.

The PRC shall keep minutes of all meetings that serve as permanent records. A record of all actions taken shall also be included. The Chair and Vice-Chair of the PRC and the Director for Institutional Effectiveness shall maintain the Approved Minutes of the PRC.

**ARTICLE 7. FIDUCIARY RESPONSIBILITY**

Section 7.1 Discharge of Duties

Each Member of the PRC, including the Chair and the Vice-Chair shall discharge his or her duties: (i) in good faith, (ii) with the care an ordinarily prudent individual in a like position would exercise under similar circumstances, and (iii) in a manner that the individual reasonably believes to be in the best interests of Touro University California.

## **ARTICLE 9. AMENDMENTS OF BYLAWS**

### Section 9.1

These Bylaws may be amended, repealed, or altered, in whole or part, and new Bylaws may be adopted by a three-quarters (3/4) vote during a meeting of the Voting Members of the PRC at which a quorum of Voting Members is present. The Faculty Senate will be notified with any ratified changes in a timely manner.