

# Academic Committee on Mathematical Subjects Bylaws

## Article I. General Purpose

The Academic Committee on Mathematical Subjects (ACMS) serves in an advisory capacity to the Board of Regents on issues of policy related to the mathematical sciences disciplines; of particular concern is mathematics in the core curriculum. The Academic Committees of the University System of Georgia are designated by the Senior Vice Chancellor for Academics and Fiscal Affairs.

## Article II. Primary Functions

The primary functions of the ACMS are:

- to study the curricula and programs of instruction in the mathematical subjects
- to make reports and recommendations concerning the improvement of instruction and the curriculum to
- exchange information and ideas among departments involved with the mathematical sciences within the USG
- to improve articulation and coordination between units of the University System to consider any other
- matters requested by the Chancellor, Board of Regents, Senior Vice Chancellor or their representatives to consider other issues of interest to the membership.
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## Article III. Membership

The membership the committee consists of one voting member appointed by the President of each institution offering work in the mathematical subjects. The term of office of all members is one year or until the expiration of the period of appointment to the committee if the latter is less than the former. Committee members are eligible for reappointment by their institution. If, after appointment to a standing academic committee, a member is unable to serve, the substitute will be appointed through regular channels i.e. from the president of the institution to the Senior Vice Chancellor for Academics and Fiscal Affairs. To be eligible to vote, notice from the president of the institution or the Senior Vice Chancellor of such a substitution must reach the Chair. Such notice may come via the liaison.

## Article IV. Organization

The ACMS has an Executive Committee that represents the leadership of the committee and that may serve as the final decision-making voice of the committee. The chairperson of the Executive Committee acts as Chair of the ACMS. The composition and duties of the Executive Committee are defined in the appendix titled: Operational rules and procedures.

The ACMS has a USG liaison designated by the Senior Vice Chancellor for Academics and Fiscal Affairs. While not a member of the committee, the liaison:

- attends the meetings of the academic committee
- maintains a file of committee activities and
- assists in the coordination of recommendations, studies, and reports of the committee to assure that actions of the committee are forwarded to the appropriate committee for consideration.

## **Article V. Voting**

1. Each institution within the USG will have one vote on any matter brought before the committee and that vote shall be cast by the official representative or the alternate provided by that member.
2. Amendments to these Bylaws shall be distributed to the membership a minimum of four weeks prior to a vote and shall become effective upon approval of two-thirds of the membership and the approval of the Senior Vice Chancellor of Academic and Fiscal Affairs.
3. A simple majority of the membership is required to carry all other motions including those which concern the appendix titled Operational rules and procedures.
4. Voting proxies are not allowed.
5. Voting normally takes place during the annual meeting of the ACMS. However, voting may also take place by electronic communication or other means as determined by the Executive Committee.
6. An official member may provide an alternate to a meeting the member cannot attend. The alternate will be eligible to vote if notice is provided to the Chair prior to the meeting being called to order.

## **Article VI. Meetings**

1. The ACMS shall meet officially at least once each year at a date, time, and place agreed upon by the ACMS membership. Other meetings can be called with the approval of the Executive Committee.
2. A quorum for the transaction of official business shall consist of fifty percent plus one of the voting membership or their recognized alternates.

## **Article VII. Minutes of the ACMS**

1. The Chair-Elect shall record minutes at each meeting.
2. A draft of the minutes shall be circulated via electronic communication to the membership and the liaison within two weeks of the annual meeting for review and possible correction. Any additions, deletions and/or corrections are incorporated into the minutes by the Committee secretary and are electronically redistributed to the committee membership for final approval.
3. Committee Recommendations are part of the minutes and shall be submitted in the officially approved format.
4. The Chair shall submit the approved minutes and Recommendations to the liaison no later than six weeks after the annual meeting.

## **Article VIII. Authorization**

These Bylaws shall become effective upon approval of two-thirds of the membership and the approval of the Senior Vice Chancellor of Academic and Fiscal Affairs.

## **Appendix: Operational rules and procedures**

### **Section I. Membership**

Membership on the Executive Committee and all Standing Committees will be restricted to official members of the ACMS

### **Section II. Composition and Duties of the Executive Committee**

1. The Executive Committee will consist of the Chair, Chair-Elect, and the immediate Past-Chair provided that these individuals are members of the ACMS, and at least two at-large members.
2. The Executive Committee will include at least one person from a research or regional university, at least one from an institution that offers a Bachelor's degree in mathematics (other than a research or regional university), and at least one from an institution that has no Bachelor's degree in mathematics.
3. The Executive Committee will place into nomination a slate of candidates for the following year. This slate must meet the criteria outlined in and . Additional nominations will be solicited and accepted from the membership. A member's agreement to be nominated must be obtained prior to nomination.
4. For the purpose of equitable representation among the various types of institutions in the USG, at-large members should be selected so that representation in Section II, Item 2 is satisfied.
5. The Executive Committee shall be elected by majority vote by the membership of the ACMS, typically at its annual meeting. The term of office for each member of the Executive Committee shall begin on July 1 and end on June 30 of the following year. The Executive Committee shall represent the membership of the ACMS and act for the ACMS when the committee is not in session. The Executive Committee shall make all reasonable attempts to communicate with and solicit opinions from the membership of the ACMS prior to exercising its authority.
6. If the Chair becomes unable to assume or continue his/her duties, the Chair-Elect shall assume the duties of the Chair.
7. If a vacancy arises on the Executive Committee that precludes the distribution of membership in , the Chair shall solicit appropriate nominations from the ACMS membership and call for a vote via electronic communication.
8. The Chair shall act as a liaison between the BOR and the ACMS, convene and conduct all meetings, call for agenda items prior to the annual meeting, appoint subcommittee members, and submit approved minutes to the System Office.
9. The Chair-Elect provides continuity for the Executive Committee, records the minutes of the annual meeting and distributes the minutes to the ACMS membership for approval.
10. The immediate past-chair provides for continuity for the committee and serves in an advisory capacity to the Chair.

## **Section III. Standing Subcommittees and Charges (Feb 2000)**

### **Assessment of the Major**

1. Respond to all directives from the University System Task Force on Assessing Outcomes in the Major which concern the development of a model for assessing at least one Baccalaureate program within the purview of the Academic Committee on Mathematical Subjects (ACMS).
2. Collect and disseminate information on assessment programs at member institutions.
3. Continue to evaluate and modify our assessment model over time.

### **Computer Science Liaison**

1. Serve as a liaison between the Academic Advisory Committee on Computing Disciplines (AACCD) and the Academic Committee on Mathematical Subjects. Identify and address any mutual concerns, problems, or potential areas of common interest of both AACCD and ACMS.
2. Serve as a clearinghouse for information concerning computer activities related to mathematics curricular and/or mathematics education.

### **Course and Textbook Information**

1. Provide a mechanism for the sharing of information about mathematics courses, textbooks in use, and calculators being used in specific mathematics courses.
2. Investigate the possibility of expanding the program to include private colleges in Georgia.
3. Update the course and textbook summary.
4. Collect and disseminate information on the use of software/hardware in mathematics courses.

### **Curriculum and Transfer of Credit**

1. Monitor trends and problems concerning curriculum and transfer of credit.
2. Review, as needed, the curricula at all undergraduate levels to ensure that program offerings are current and that students are receiving adequate educational experiences at the appropriate level.

### **Distance Learning**

1. Monitor trends and problems concerning distance learning.
2. Act as a liaison with the eCore oversight committee.

### **Faculty Development**

1. Ensure that faculty development programs are available in conjunction with the annual ACMS meetings and ensure that all University System mathematics faculty are informed of these programs. (*revised 2/01*)
2. Serve as a clearinghouse for information concerning faculty interest in regional workshops and/or short courses.

## **Mathematics Awareness**

1. Identify, compile, and make available material to institutions that would facilitate and promote public awareness of mathematics.

## **Placement Liaison (*name change 3/22*)**

1. Consult with the Regents Advisory Committee on Academic Advising (RACAD) and other relevant bodies to monitor and provide input into proposed changes in mathematics placement policies and procedures and to maintain an updated record of SAT, ACT, and placement test scores (e.g., Next-Generation Accuplacer, ALEKS) used for exemption from Corequisite Learning Support requirements and/or placement into mathematics courses in the STEM pathway.
2. Act as liaison with the Regents' Advisory Committee on Learning Support (RACLS). Encourage ACMS members to attend the Corequisite Academies, as appropriate. Communicate concerns of the ACMS to the RACLS.

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