

**BYLAWS OF THE
PROGRAM REVIEW PROCESS ADVISORY COUNCIL
OF THE
MARYLAND HIGHER EDUCATION COMMISSION**

These bylaws of the PROGRAM REVIEW PROCESS ADVISORY COUNCIL (“Council”), an Advisory Council to the Maryland Higher Education Commission, created by Chapter 963 of the 2024 Laws of Maryland, are adopted this **24th day of July, 2024**.

Establishment and Purpose

1. **Statutory Authority.** The Program Review Process Advisory Council (“Council”) is established and governed by Education Article, § 11-106, Annotated Code of Maryland.
2. **Purpose.** Pursuant to § 11-106(a), the Council shall meet periodically for the purpose of creating or reviewing processes and procedures necessary to the Commission’s academic program review functions, as referred by the Commission or the Secretary for their consideration and advice. The Council shall solicit input from a variety of individuals who work with academic program proposals, including, but not limited to, faculty, department heads, deans, academic program directors, and governing boards, and from individuals who are employed at schools who are not currently on the rotating membership roster.
3. **Objectives.** The Council shall strive to promote program review processes that:
 - i. Are equitable and in the best interests of the State and current and prospective students at institutions of higher education in the State;
 - ii. Foster educational excellence at all of the State’s institutions of higher education;
 - iii. Consider the resources, needs, and missions of all of the State’s institutions;
 - iv. Take into account input from as many individuals and institutions as possible;
 - v. Are in alignment with the state’s obligations under state and federal civil rights laws; and
 - vi. Are practical, efficient, and transparent.

Members

4. **Number and Appointment.** The Council consists of the Secretary of Higher Education or designee, *ex officio*, and 21 members from colleges, universities, and segments, as follows:
 - a. Permanent Members:
 - i. The Chancellor of the University System of Maryland or designee;
 - ii. The President of the Maryland Association of Community Colleges or designee;

- iii. The President of the Maryland Independent College and University Association or designee;
 - iv. The President of Morgan State University or designee;
 - v. The President of St. Mary's College of Maryland or designee;
- b. Rotating members:
- i. From the senior public higher education institutions, 2 presidents and 2 provosts from 4 different schools;
 - ii. From the community colleges, 2 presidents and 2 provosts, from 4 different schools;
 - iii. From the private nonprofit institutions of higher education, 2 presidents and 2 provosts from 4 different schools that are full members of the Maryland Independent College and University Association;
 - iv. 4 individuals who may be faculty, department heads, deans, academic program directors or coordinators, governing boards, or institutional attorneys, from 4 schools that are not represented by a president or provost appointed under this section.

5. **Nominations and Appointments.** Rotating members shall be appointed by the Secretary upon receipt of a nomination. Individuals may nominate themselves. Nominations shall be made in writing, by email, and shall include a brief statement of interest and a resume or CV. The Secretary shall make every effort to appoint a diverse membership from schools of differing geographic location, size, student population, degree levels offered, and individual demographics. If not enough people are nominated to achieve a diverse membership from different schools, the Secretary may reach out to individuals for recommendations or to ask them to nominate themselves.

6. **Terms.** Except for initial appointments, rotating members shall serve for 4 year terms. For initial appointments, the Secretary shall designate half of the rotating membership to serve a 2 year term so that subsequent terms appointments are staggered and only half of the rotating membership will turn over at one time. Representatives from all Maryland colleges and universities shall have the opportunity to serve terms before the Secretary appoints any individual from an institution that has already had representation on the Council.

7. **Vacancies.** A vacancy shall be deemed to occur whenever a member on the rotating membership roster: (a) is absent from two consecutive meetings of the Council or more than half of the Council's meetings during any consecutive 12-month period; (b) is no longer affiliated with the segment or institution the member was appointed to represent; or (c) can no longer meet the responsibilities of membership, as determined by the Chair. Upon the existence of a vacancy or notification of a pending vacancy, the Staff Liaison shall notify the Secretary, who will nominate an individual to fill the vacancy within 45 days after the vacancy is deemed to occur. A member appointed to fill a vacancy shall only serve for the remainder of that term,

8. **Member Responsibilities.** Members will be responsible for soliciting a wide range of input from their segment or institution on the matters referred to the council by the Commission or Secretary. Members shall send any materials to others at their institution or

within their segment for feedback and presenting that feedback at a meeting. Council members shall present as many opinions from their institutions or segments as possible.

9. **Compensation.** A member shall not receive any compensation for their service on the Council. However, members are entitled to reimbursement for reasonable expenses under the Standard State Travel Regulations as provided in the State budget, or under the applicable travel regulations of a university if the university reimburses the member.

Officers

10. **Chair.** The Secretary of Higher Education, or designee, shall act as chairperson for the Council. The chairperson shall prepare each meeting agenda, preside at meetings of the Council, and respond to Maryland Public Information Act requests, and shall have any other duties otherwise prescribed by law or these bylaws.

Meetings

11. **Location.** All meetings shall be held virtually, by videoconference.

12. **Frequency and Time.** The Council shall meet on an as needed basis. The Chair shall convene meetings as necessary.

13. **Open Meetings.** The Council is a public body subject to the Maryland Open Meetings Act. As required by the Maryland Open Meetings Act, the date, time, and location of meetings of the Council, as well as meeting agendas, shall be publicly posted on the website of the Maryland Higher Education Commission at least 4 business days prior to the start of the meeting. All meetings shall be open to the public, unless a closed meeting is necessary and permitted by law.

14. **Meeting Attendance.** A member who is unable to attend a meeting of the Council may designate a representative to attend in their stead, so long as the member notifies the chair no less than two business days prior to the start of the meeting.

15. **Quorum.** The presence of a majority of the members then serving on the Council shall constitute a quorum to conduct business.

16. **Student Review.** At least 30 days before any final recommendations are approved by the Council, they shall be sent to the Commission's Student Advisory Council for review and feedback.

17. **Public Comment.** Members of the public may provide oral public comment if they register with the Staff Liaison by email at least 3 business days prior to the start of the meeting. Written comment may be emailed to the Staff Liaison at least 3 business days prior to

the start of the meeting and will be shared with the public at the meeting and made available with the video recording or written minutes of the meeting.

18. **Voting and Action.** A proposed action of the Council shall be made by written or oral motion. Any formal action by the Council may only be taken if approved by a majority of the members then serving on the Council.

19. **Minutes.** All virtual meetings shall be recorded. Pursuant to General Provisions Article, § 3-306(b), Annotated Code of Maryland, the video recording of a virtual meeting shall serve as the minutes of that meeting. If no video recording is made, written minutes shall be prepared by the Staff Liaison and presented to the Council members at the next meeting for approval.

Workgroups

20. **Formation.** The Council may form workgroups as needed to carry out the business of the Council upon oral motion by any member at an open meeting of the Council and approval pursuant to these bylaws.

21. **Membership.** Any workgroup shall consist of at least 3 members. The Chair shall request volunteers from among the members of the Council to serve on the workgroup. The Chair may appoint members to the workgroup as necessary.

22. **Leadership.** The Council member who introduced the motion to create the workgroup shall be the workgroup Leader. The Leader shall be responsible for scheduling meetings, preparing the meeting agenda, reporting the activities of workgroup to the full Council at a Council meeting, and providing the agenda, materials, and minutes or recording to the Staff Liaison to post on the Council's webpage.

Council Administration

23. **Staff Liaison.** The Maryland Higher Education Commission shall provide a Staff Liaison for the Council. In consultation with the Chair, the Staff Liaison shall maintain the Council webpage; maintain the member roster, including coordination of appointments and vacancies; maintain workgroup rosters; and ensure compliance with Open Meetings Act requirements, including dissemination and posting of meeting information and agendas, drafting written minutes when video recording is not available, and posting meeting minutes and materials.

24. **Amendments.** The Council may propose to the Commission amendments to these bylaws if introduced by written resolution and approved by a majority of the members then serving on the Council. Bylaws amendments will not be effective unless approved by the Commission.