

**International Studies Curriculum Committee Constitution and Bylaws** (*Draft proposed March 18, 2003*), College of William & Mary  
Submitted by Beatrice Guenther

Article I  
Name

The name of this organization shall be the International Studies Curriculum and Policy Committee of the College of William & Mary in Virginia, hereinafter referred to as the ISCPC.

Article II  
Purpose

The International Studies Curriculum and Policy Committee is an Arts & Sciences body appointed by the Dean of the Faculty of Arts and Sciences that serves a double purpose: 1) to advise the Dean of the Faculty of Arts and Sciences on matters pertaining to international studies; and 2) to ensure faculty oversight and development of both international curriculum and undergraduate study abroad programs. The ISCPC shall report periodically on its activities to the Dean of the Faculty of Arts and Sciences.

Article III  
Jurisdiction

Section 1. The ISCPC shall assess and approve/disapprove of all proposed international studies curricula within Arts & Sciences (both International Studies and International Relations). ISCPC will be responsible for overseeing undergraduate study abroad policy which impacts on faculty and curriculum associated with study abroad programs of the Faculty of Arts and Sciences (including, but not limited to, issues such as existing curricula, course content of study abroad programs, enrollments, transfer credits, and issues related to the Resident Directors). ISCPC's recommendations will be forwarded to the College's Educational Policy Committee. In addition, the ISCPC will develop--in conjunction with the Reves Center-- policies for the management of undergraduate study abroad programs.

Section 2 The ISCPC shall receive reports from the Area Studies concentration committees (hereafter CFACs) at least once per year and also review recommendations made by these committees at any time.

Section 3. The ISCPC shall assess and make recommendations regarding all proposed undergraduate programs abroad as well as proposed changes to existing undergraduate programs.

Section 4. The ISCPC shall review applications and recommend the appointment of resident directors and teaching faculty for W&M undergraduate programs abroad.

Section 5. The results of ISCPC's deliberations will be forwarded to the College's Educational Policy Committee and, where appropriate, to the Dean of the Faculty of Arts and Sciences.

Article IV  
Representation

The ISCPC shall be composed of five appointed members representing the Faculty of Arts & Sciences, of whom two will be experienced Resident Directors and three chairs or representatives of the CFACs. There will be one elected or appointed member from any of the schools, should they wish to be represented. These members will be tenured or tenure-eligible. Ex officio members shall include appropriate Reves Center representatives and the Dean of Undergraduate Studies. Two student representatives will be appointed each year by the Dean of the Faculty of Arts and Sciences. The Committee will select its own chair.

Article V  
Membership

Section 1. The members of the ISCPC shall serve for terms of three years so adjusted that the terms of approximately one-third of the members shall assume office at the first regular meeting of each academic year. The chair and two other members of the Committee will also serve on the Reves Advisory Committee.

Section 2. Vacancies shall be filled promptly by appointment by the Dean of the Faculty of Arts and Sciences. New ISCPC members filling the vacancies should represent the same constituency as the faculty members being replaced.

Article VI  
Voting Privileges

Only elected and appointed member faculty from the Faculty of Arts and Sciences and the Schools shall have voting rights.

**Bylaws**

1. Duties

Members are expected to attend scheduled meetings as regularly as possible, and, when not, to submit opinions on relevant business or proxy votes if necessary.

2. Meetings

The ISCPC will normally meet on a monthly basis during the academic year. Business items should be submitted to the Chair for inclusion on the agenda.

3. Reports/Records

It is the responsibility of the Chair to submit, on an annual basis, both an oral and a written report of ISCPC activities to the Faculty of Arts and Sciences. Members will be called upon by the Chair to record minutes. The Chair will collect and file said minutes, to be kept with other ISCPC documents (agendas, amendments, etc.).