

Bylaws of the Master of Communication and Media Program

March 22, 2023

MASTER OF COMMUNICATION & MEDIA (MCM) PROGRAM

Section 1. Organization of the MCM Program. The Director of the MCM Program shall be the chief administrative officer of the MCM Program appointed by the Dean of the School of Communication and Information. The Director works collaboratively with the Chairs of the Departments of Communication and Journalism and Media Studies upon appointment in accordance with these Bylaws.

The Director will be advised by an Executive Committee (ExComm) of faculty representatives from the Departments of Communication and Journalism and Media Studies and constituted in accordance with these Bylaws.

The MCM “Program Faculty” shall consist of the MCM Director and all tenured, tenure-track, and non-tenure track faculty who are full-time members (with at least a 51% appointment) of the Departments of Communication or Journalism and Media Studies.

Other tenured and tenure-track faculty members from SC&I as well as part-time lecturers (PTLs) who have teaching roles within the MCM program will be considered “Affiliated Faculty.”

Section 2. Meetings of the MCM Program Faculty.

The Director will present a report on the state of the MCM program at least once during both the Fall and Spring semesters of each academic year. These updates will occur in MCM Program Faculty meetings called by the Director.

The intent of the report is to present overall program status, planned changes, and solicit feedback, input, and suggestions from Program Faculty on the overall Program or specific aspects of the Program.

Section 3. Program Director

- A. Nomination. The Director shall be a member of the faculty of the Department of Communication or the Department of Journalism and Media Studies, and shall be nominated by plurality vote of the Departments, affirmed by the Department Chairs and subject to appointment and review by the Dean of the School of Communication & Information. In the event of a temporary vacancy ~~or unexpired term~~, and for its duration only, the above selection process will be employed to nominate an interim Director subject to appointment by the Dean.
- B. Reporting: The Program Director reports to the Dean of the School of Communication

and Information and also works collaboratively with the Chairs of the Communication and Journalism and Media Studies Departments.

- C. Reappointments. The Director will be eligible for additional terms upon re-nomination by plurality vote of the Departments and affirmed by the Department Chairs and subject to re-appointment by the Dean.

D. Duties.

1. As chief administrative officer, the Director shall be responsible for the effective academic and educational administration of the Program. The Director, with the concurrence of the MCM Executive Committee (ExComm), will formulate all necessary policy including the creation of necessary committees and take all other necessary actions for the Program in conformance with the regulations of Department of Communication, Department of Journalism and Media Studies, SC&I, the University and these Bylaws.
2. The Director shall preside at all meetings of the ExComm, and shall be an ex officio member of all committees of the Program. The Director shall serve as chief spokesperson for the MCM Program in exercising a liaison function with other programs in SC&I, prospective students, and outside stakeholders. The Director will submit, by June of each academic year, a year-end report to the MCM Program Faculty, the Chairs of the Communication Journalism and Media Studies Departments, and the SC&I Dean.
3. The Director shall work in coordination with the SC&I staff (e.g., Marketing and Student Services) on the recruitment of applicants to the MCM program and for admission of students to the program. The Director shall consult with the ExComm on criteria and standards for admittance to the MCM program and seek their input in making admittance decisions, as needed.
4. The Director is also responsible for operational aspects of the MCM Program including, for example, creation and management of the annual budgeting process, program administrative reporting, internship oversight, and promoting the MCM Program working with various SC&I units, including Marketing and Communication.
5. The Director will advise MCM students on their academic plans, performance and course selections. The Director will work in cooperation with the SC&I Student Services team to address all other MCM student needs or issues.
6. The Director will be responsible for managing the curriculum review processes (with concurrence of the MCM ExComm), including course and program development and updates. The Director will also be responsible for program assessment of teaching, learning and curriculum working with the appropriate SC&I staff.

7. The Director will be responsible working with the Department Chairs and the PhD and Undergraduate Directors for the creation and management of the MCM course schedules (all terms) and the assignment of faculty.

8. The Director will also recruit, manage and mentor MCM part-time lecturers (PTLs), as needed, in collaboration with the Department Chairs. The Director & Chairs (or designee) will conduct an annual review of each MCM PTL (*using the University process*) and will prepare an overall report on PTL performance for the MCM ExComm and Program Faculty.

Section 4: The Executive Committee (ExComm)

1. Membership and Selection:

The ExComm shall be composed, at minimum of the Director and two other members of the MCM Program Faculty, elected one each from the Departments of Communication and Journalism and Media Studies. Up to two additional members may be appointed by the Director, with the concurrence of the Department Chairs, one each from each Department. Members of the ExComm shall be elected or appointed for a one to three-year term.

2. Responsibilities of the ExComm:

The ExComm shall ordinarily meet twice per semester. The Director, or designee, shall preside at all meetings of the ExComm. One of the members of the Executive Committee shall serve as Secretary of the Committee. Records of the Executive Committee's decisions and action items shall be available to all members of the MCM Program Faculty.

3. The ExComm shall assist and advise the Director in the formulation and implementation of policy in conformance with the regulations and Bylaws of the Department of Communication, the Department of Journalism and Media Studies, SC&I and the University. The ExComm shall recommend standards, criteria and requirements relating to admission of students to the MCM Program.

4. The ExComm will serve as the "Academic Standing Committee." The ExComm shall be responsible for setting criteria for determining academic standing of students enrolled in the Program. The ExComm may review the record of progress of students in the Program, and advise the Director of actions that may be appropriate based on that record.

5. The ExComm may assist the Director in the preparation of the agenda for MCM Program Faculty meetings on all routine and policy matters requiring faculty

discussion and approval.

6. The ExComm will act as the “Curriculum Committee.” The ExComm will review proposals for changes and additions to the curricula of the MCM program and make appropriate recommendations to the MCM Program Faculty. ~~and~~ ~~Departments~~. Changes to the MCM curricula will be presented at Communication and Journalism & Media Studies Department meetings for informational purposes, then presented for approval to the MCM Program Faculty. Changes to the MCM curricula will also be submitted to the SC&I Curriculum change process, if required.

The MCM ExComm, in conjunction with the MCM Program Director, shall be responsible for:

- (1) Development and evaluation of the MCM curriculum and its design.
- (2) Review and recommendation of MCM program changes for approval by the MCM Program Faculty.
 - a. Examples of changes that are presented for MCM Program Faculty approval include:
 - i. Changes or additions to the MCM Specializations
 - ii. Substantive changes to the MCM Admissions Criteria
 - iii. Changes to the Program “Core” Requirements
 - iv. Course approvals and revisions
- (3) Assessment of course quality, program outcomes, and achievement of student learning outcomes.
- (4) Assessment of the appropriate modality for course offering; on campus, online, or hybrid.