

General Education Committee

BYLAWS

I. CONTROLLING AUTHORITY

- A. The General Education Committee (GEC) was established by the Bylaws of the University Curriculum Committee (UCC).
- B. The GEC was activated by passage in April 2010 of the Final General Education Proposal from the General Education Task Force.
- C. These Bylaws incorporate rules, regulations, routing procedures, and processes detailed in the following previously - approved documents:
 - 1. The Bylaws of the University Curriculum Committee (approved by UCC and APSCUF - KU).
 - 2. The 2018 General Education Plan.
- E. No part of these Bylaws shall contravene anything contained in the UCC Bylaws.
- F. In order to be implemented, these Bylaws must be approved by two - thirds (6) of the voting membership.

II. PURPOSE

- A. The primary role of the General Education Committee (GEC) shall be to make recommendations to the University Curriculum Committee (UCC) about both new and existing courses to be included in the General Education curriculum.
- B. The GEC shall work with departments to identify existing courses that fulfill the General Education requirements
- C. The GEC shall work with interested departments and faculty to develop new courses for the General Education program.
- D. The GEC will recommend changes to the General Education Program having reviewed the yearly report from the General Education Assessment Committee (GEAC) and receiving input from APSCUF and Senate, and the colleges through their representatives.
 - 1. The GEC should hold a special meeting in the Fall semester for GEAC to present and discuss its report and recommendations when written.
 - 2. If major structural changes to the general education program are needed, it will inform UCC, Senate and APSCUF. No further action shall be taken without the consent of UCC.
 - 3. Should the GEC recommend that any structural changes be made to the General Education Program, for example changes to the number of required General Education credits or the composition of content areas, such recommendations must be endorsed by majority vote in the UCC, University Senate, and APSCUF - KU Representative Council. All three

bodies must approve the recommended changes before they can be implemented.¹

- E. The GEC shall coordinate implementation of changes to the general education program. In the event that a faculty member from outside the GEC is appointed to transition to a newly revised general education model, the duties of the GEC and coordinator shall be clearly established before the implementation process begins.
- F. The GEC shall maintain the website for the General Education program.
- G. The GEC shall work with the offices of student affairs and GEAC to improve the first-year seminar classes and general education program.
- H. The GEC will retain its authority over the approval of courses and the process of approving courses for the general education program.

III. MEMBERSHIP

- A. The membership of the GEC shall consist of eight (8) faculty members (one from each of the four undergraduate colleges and four elected at-large members), the Provost or designee, and one non-voting student. The non-voting student member shall be appointed by the chair of UCC and ratified by two-thirds (6 members) vote of the GEC.
- A. Members shall be elected for a two-year term.²
- B. College Curriculum Committees shall determine the procedures for electing representatives from their colleges. The APSCUF Nominations and Elections Committee shall conduct the elections for the members at large.
- C. The GEC may invite guests to assist in its decision-making process.

IV. EXECUTIVE COMMITTEE

- A. Composition
 - 1. The Executive Committee shall consist of three officers: a Chairperson, Vice-Chairperson, and Secretary. The Executive Committee shall be chosen from among the elected at-large members or college representatives.
 - 2. The term of office for each officer shall be one year.
 - i. The Chair shall be elected at or before the March meeting of every year.
 - ii. The Secretary and Vice-Chair shall be elected at the first meeting

¹ The University Curriculum Committee will retain its currently vested authority to execute changes to specific elements of the General Education curriculum, including but not limited to changes in course number, title or prefix, changes to course description, syllabus, or credit hours, and the authorization of new courses to carry General Education credits.

² Following past University practice, half of the inaugural committee's members (to be determined by lot) shall have one-year terms in order to provide some degree of continuity in succeeding years.

of every academic year.

3. In the event of an unexpected vacancy on the Executive Committee, an election shall be held as soon as possible for the remainder of the unexpired term.

B. Duties

1. The Chairperson shall conduct all meetings, communicate committee business with the University community at large, oversee the preparation of agendas and distribution of proposals, serve as an *ex officio* member of the UCC, GEAC, and otherwise represent the GEC in University affairs as appropriate.
2. The Vice - chairperson shall assume all the duties and responsibilities of the Chairperson in the Chairperson's absence. In the event the Chairperson is unable to complete his/her term, the Vice - Chairperson shall become Chairperson for the rest of the term.
3. The Secretary shall oversee the preparation of committee minutes.
4. By March 15 of each year, the Executive Committee shall notify the four colleges and APSCUF - KU of any vacancies from their constituencies for the following academic year.

C. Terms of Office

1. There shall be no limit to the number of terms an officer may serve.
2. An officer may be removed from office by a vote of two - thirds (6) of the voting members.

V. MEETINGS

- A. At the beginning of each semester, the Executive Committee shall determine a meeting schedule based on the members' availability.
- B. There shall be a minimum of two meetings per semester.
- C. A quorum of two - thirds (6) of the voting membership shall be required to conduct official business at any meeting.
- D. *Robert's Rules of Order, Revised* shall govern GEC proceedings in all cases where applicable.

VI. VOTING

- A. The eight (8) faculty members and the Provost's designee shall have full voting rights.
- B. Members who need to be absent from a meeting may send a substitute (from the same constituency), who shall have full voting rights. Members have a responsibility to attend all meetings. If a member cannot fulfill the duties of a committee member, it is the member's duty to resign, so that another member may be chosen. If a member misses more than half of the scheduled meetings without sending a substitute or being recorded as excused from the meeting, that member will be considered to have resigned by the GEC and a replacement will be requested from the appointing body as indicated in the membership section.
- C. Proxy votes shall not be permitted.
- D. Unless specified otherwise, a simple majority of those present and voting at a meeting shall be required to approve a proposal.
- E. At the discretion of the Chairperson, votes may be conducted electronically via e - mail, in which case a majority (5) of the voting membership shall be required to approve a proposal.

VII. AGENDA

- A. The agenda shall consist of the following items in order of priority.
 1. General announcements by the Chairperson.
 2. Matters considered by the Chairperson to be of an emergency nature.
 3. Procedural matters (including election of officers when required).
 4. Approval of Minutes.
 5. Old Business including tabled proposals.
 6. New Business.
 - a. Proposals from the GEC itself.
 - b. Proposals from the four colleges, arranged by college on a rotating basis.
 - c. Proposals from individual departments or interdisciplinary programs, arranged by college on a rotating basis.
 - d. Other proposals.
- B. To be included on the agenda, proposals must be received at least one week in advance of the meeting. Proposals received after that date may be included at the discretion of the Executive Committee.
- C. The agenda shall be prepared by the Chairperson, assisted by clerical support, and distributed to committee members at least one week in advance of the meeting whenever possible.

VIII. ROUTING OF PROPOSALS

- A. All proposals for consideration by the GEC are required to be uploaded to the Sharepoint site at least one week before the meeting (<http://intranet/sites/committees/ucc/gec/SitePages/Home.aspx>)
- B. Proposals involving existing courses shall be routed directly to the GEC before being uploaded to the UCC Sharepoint site.
- C. Proposals involving new courses must first be approved by the respective college's curriculum committee before uploaded to the GEC's Sharepoint site.
- D. All proposals shall be required to contain a master syllabus and supporting material as determined by the GEC.
- E. College representatives shall be responsible for checking the proposals on Sharepoint for completeness and accuracy before they are considered at a GEC meeting.
- F. Proposals from interdisciplinary programs shall be screened for completeness, appropriateness, etc by the GEC Vice - Chairperson after they are uploaded to Sharepoint.³
- G. Any other proposals shall be screened for completeness, appropriateness, etc., by the GEC Chairperson.

³ Interdisciplinary programs include Women's and Gender Studies, International Studies, Multicultural Studies, etc., not housed in any one department or college, but rather administered jointly by a Special Program Committee.

- H. First Year Seminar (FYS) proposals follow the same process as those for the content areas. Additional supporting material may be required by the GEC to evaluate a class.
- I. All proposals must include a cover sheet with required signatures in the appropriate color.
- J. After passage by the GEC, proposals will be forwarded to UCC.

IX. SUPPORT SERVICES Support Services for the GEC shall include but are not limited to:

- A. One quarter reassigned time each semester for the GEC faculty Chairperson. Additional reassigned time may be given if the Chair is charged with implementing a new general education program.
- B. University clerical support to expedite GEC business.

X. AMENDMENT OF BYLAWS These Bylaws may be amended at any time with an affirmative vote by two - thirds (6) of the voting membership of the GEC, insofar as such changes are not in conflict with UCC Bylaws, the Final General Education Proposal from the General Education Task Force, and the Final General Education Assessment Plan.

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