GEC Bylaws

These bylaws supplement the University Governance Document and describe the policies and procedures of the General Education Council (GEC).

Update History: Sections I and II accepted by GEC on 10/6/11. Sections III through IV accepted by GEC on 11/3/11.

I. Membership.

A. The membership of GEC is described in the University Governance Document. For undergraduate academic departments, the Governance Document stipulates "One representative and one alternate of each undergraduate academic department, elected by the department."

B. The representative from APSCUF to GEC serves a one-year renewable term.

C. A "primary member" of GEC is any member other than an alternate.

D. Attendance.

1. Attendance by primary members at all GEC meetings is expected. It is the responsibility of primary members to notify the co-chairs of the committee of absence in advance, when possible. More than two (2) unexcused absences from GEC meetings per semester shall lead to automatic dismissal from GEC. The executive committee of the University Forum shall determine what constitutes an unexcused absence.

2. If the primary representative from an academic department is unable to regularly attend GEC meetings, the alternate may take over as primary representative. The department should then choose a new alternate.

E. Role of Alternates.

1. Alternate members may attend GEC meetings, but may not vote if the primary member is present.

2. Alternate members may be members of GEC committees, but the primary member and alternate may not both be members of the same GEC committee.

3. Only primary members (or alternates serving in lieu of the primary member) may make or second motions.

4. All GEC members (including alternates) may attend and participate in GEC and GEC committee meetings, but voting in these meetings is restricted as noted above.

II. Meetings.

A. The GEC will meet monthly during the fall and spring academic semesters.

B. The final meeting of the spring semester will include organization for the following academic year. The Faculty Co-Chair, the Secretary, and the Non-voting Representative to the University Curriculum Committee will be elected to one-year terms at this meeting.

C. A quorum shall consist of 2/3 of the body. In determining a quorum, alternates shall be considered only if the department's primary representative is not present. Votes may only take place when a quorum of voting members is present.

D. A motion shall be deemed passed if a majority of the members present vote "aye." In this determination, alternates who are not eligible to vote shall not be counted.

E. Items may be placed on the agenda by either Chairperson, by any standing or ad-hoc committee, or by petition by any five members.

F. Notice of meetings and an agenda shall be distributed at least five (5) days before each meeting to members, alternates, and other university constituencies. The mailing list will be developed by the Council, and reviewed annually at the spring organizational meeting.

G. If an item is discussed which was not included on the agenda, any member has the right to have the vote postponed until the next meeting.

H. Meetings shall be conducted in accordance with the procedures set down in the revised Robert's Rules of Order except as otherwise provided in these bylaws.

I. Agendas and minutes from each meeting will be posted on a publically available website.

III. Committees

A. The GEC has three standing committees: Budget Committee, Assessment Committee, and Program Committee. The purpose of each committee is to make recommendations to the GEC.

B. The membership of each committee will be determined at the first GEC meeting of each academic year. See Sections III.E.2, III.F.6, and III.G.4 below for the selection procedures.

C. Each standing committee will elect a chairperson and a secretary at its first meeting of each academic year.

D. Each committee will deliver a report on its activities at the monthly GEC meeting.

E. Budget Committee.

1. The GEC Budget Committee will serve as a resource to recommend to the GEC the allocation and distribution of any funds available to the GEC. The committee may:

    i. Develop recommended guidelines for distribution of any available funds in the form of grants.

        a. The committee may serve, as needed, as a review body for grants, either as a whole or as a subcommittee.

        b. The committee may recommend to the GEC that ad-hoc grants committees be formed, as necessary.

    ii. Develop and recommend strategic requests for funding, tying such requests to the mission and goals of the GEC.

    iii. Coordinate and assist with the seeking of external grant funding, especially when related to the mission and goals of the GEC.

2. Membership.

    i. Any member of GEC is eligible to volunteer to be a member of the Budget Committee.

    ii. The Budget Committee shall have at least 5 but not more than 8 members.

    iii. The co-chairs may jointly appoint any member of GEC (as defined in Section I.A.) to the Budget Committee if there are fewer than 5 volunteers.

    iv. If there are more than 8 volunteers, then the co-chairs will jointly determine which 8 of the volunteers will serve as members of the Budget Committee.

F. Assessment.

1. The GEC Assessment Committee will organize the assessment of general education courses: In terms of time frames (i.e., each department every 3 or 4

years), department rotations (i.e., coordinating staggered introduction of assessment)

2. The Assessment Committee will assist departments in devising and carrying out assessments according to best practices.

3. The Assessment Committee will review assessment plans with departments to facilitate best practices for both general education and department goals and aim.

4. The Assessment Committee will review assessment outcomes with departments and assist departments in improving outcomes if problems have been identified.

5. In addition to the course-level assessment described above, the Assessment Committee will develop and carry out program-level assessment using appropriate strategies. These strategies may include, but are not limited to:

    i. National standardized tests

    ii. Surveys

    iii. Public forums

    iv. Ongoing analysis of connections between course goals and program goals

    v. General education curricula at other universities

    vi. Published best practices

6. Membership.

    i. Any member of GEC is eligible to volunteer to be a member of the Assessment Committee.

    ii. The Assessment Committee shall have at least 5 but not more than 8 members.

    iii. The co-chairs may jointly appoint any member of GEC (as defined in Section I.A.) to the Assessment Committee if there are fewer than 5 volunteers.

    iv. If there are more than 8 volunteers, then the co-chairs will jointly determine which 8 of the volunteers will serve as members of the Assessment Committee.

G. Program.

1. The GEC Program Committee will consider all curriculum matters, with a particular emphasis on long-term planning. This charge includes, but is not limited to:

    i. Developing guidelines according to which curriculum proposals related to general education are drafted and evaluated

    ii. Crafting statements regarding program vision, mission, and goals

    iii. Crafting curriculum consistent with the vision, mission, and goals

    iv. Documenting the vision, mission, goals, and curriculum, and the connections among them

    v. Continually evaluating the vision, mission, and goals with the intention of proposing revisions whenever it is deemed appropriate

    vi. Continually evaluating the curriculum with the intention of proposing revisions whenever it is deemed appropriate; the evaluation should include the delivery of the curriculum, as well as the content and its connection to the vision, mission, and goals

2. In evaluating the vision, mission, goals, and curriculum, the Program Committee will use any and all resources available to it, including but not limited to the data and information generated by the activities of the Assessment Committee.

3. All decisions made by the Program Committee are recommendations, with approval authority resting with the entire Council.

4. Membership.

    i. Any member of GEC is eligible to volunteer to be a member of the Program Committee.

    ii. The Program Committee shall have at least 5 but not more than 8 members, and must include one member from each of the three Arts and Sciences divisions (Arts and Humanities, Behavioral and Social Sciences, Math and Natural Sciences), one member from the College of Business, and one member from the College of Education and Human Services.

    iii. The co-chairs may jointly appoint any member of GEC to the Program Committee if there are fewer than 5 volunteers. The co-chairs will also appoint a member of GEC from an appropriate college/division (see III.G.4.ii) if no such member volunteers.

iv. If there are more than 8 volunteers, then the co-chairs will jointly determine which 8 of the volunteers will serve as members of the Program Committee.

H. The GEC will create ad-hoc committees as necessary to perform its duties as described in the governance document.

I. The co-chairs of GEC will serve as ex-officio members of each of the standing committees.

IV. Curriculum Proposals.

A. In accordance with the Governance Document, the University Curriculum Committee will refer all proposals that relate to general education to the GEC.

B. A standard part of each GEC meeting's agenda will be consideration of proposals which have been received prior to distribution of the agenda.

C. Once the GEC has made a decision, it will forward its recommendations on to the University Curriculum Committee.

V. Interdisciplinary Programs.

A. Interdisciplinary major and minor programs have an impact on General Education, therefore the GEC invites a representative from each program to participate as a non-voting member at each monthly meeting.

B. Each program is encouraged to select a representative who is not already a member of GEC and who is interested in participating for at least one year.

VI. Amendments

A. By a motion from the floor or a joint recommendation from the co-chairs, the GEC may form an Ad-Hoc Amendment Committee to review and make recommendations to the GEC for amendments to these bylaws.

B. Membership of Ad-Hoc Amendment Committee.

1. Any member of GEC is eligible to volunteer to be a member of the Ad-Hoc Amendment Committee.

2. The Ad-Hoc Amendment Committee shall have at least 5 but not more than 8 members.

3. The co-chairs may jointly appoint any member of GEC (as defined in Section I.A.) to the Ad-Hoc Amendment Committee if there are fewer than 5 volunteers.

4. If there are more than 8 volunteers, then the co-chairs will jointly determine which 8 of the volunteers will serve as members of the Assessment Committee.

C. Proposed amendments must be presented in writing to the Council at least ten (10) days before the Council meeting at which they will be considered.

D. An affirmative secret vote of 2/3 of the voting membership is required for enactment. The APSCUF representative will be charged with administering this vote. Votes will be counted jointly by the APSCUF and the GEC co-chairs.

E. The bylaws should be reviewed at least every five years.