

Faculty Senate General Education Committee Procedures

Purpose of the Faculty Senate General Education Committee as Defined by the Faculty Code. The General Education Committee shall be concerned with the study, development, and improvement of the General Education Program. The committee shall review and recommend courses, programs and policies of general education in close cooperation with appropriate academic administrators. It shall perform other duties as may be requested or approved by the Executive Committee.

Responsibilities of the Committee.

- The Faculty Senate General Education Committee (GEC) receives charges from the Faculty Senate Executive Committee.
- The GEC reports to the Faculty Senate Executive Committee and to the Faculty Senate.
- Responsibility for assessment of the general education program falls to the GEC and to the faculty teaching courses in the general education program.
- Review and approve student exception petitions.
- Review and approve course articulations.
- Review and approve general education proposals.
- Review and approve general education structural changes.

Election of Chair

- Nominations. Nominations shall be requested prior to the final meeting of winter quarter of each academic year. Nominations may be made in writing before the meeting or in person at the meeting.
- Election. A chair shall be elected by majority vote the first meeting of spring quarter. The term of the chair shall be one year.
- Replacements and terms of absence (e.g. sabbatical, medical leave, and other reasons).
 - Individuals who are taking leave should seek a replacement to serve during their leave time, and provide the name of the potential substitute to the GEC.
 - Substitutes will be voted on by the GEC.
 - Terms of absence do not change original term dates.

Responsibilities of the Chair

- Call meetings
- Set the agenda
- Management committee work
- Ensure that the committee meeting minutes are forwarded to the Faculty Senate Office.
- Report on the work of the committee to the Senate.
- Present motions to the Senate Executive Committee for Senate consideration.

- Work in collaboration with other Senate and University Committee chairs, as needed.
- Prepare and present committee's Annual Report to the Faculty Senate Executive Committee.
- Prepare and present the annual assessment report to the Faculty Senate Executive Committee.
- Preparing for re-review of General Education classes.
- Prepare evaluative letters of committee members regarding participation.

Responsibilities of the Committee Secretary.

- Prepare minutes of each meeting, including dates and times of meetings; names of attending and absent committee members; and motions as approved by the committee.
- After committee approval, secretary shall forward minutes to Faculty Senate Office.

Responsibilities of Committee Members.

- Committee members shall attend committee meetings regularly. Failure to attend regularly may result, if the committee so decides, in expulsion from the committee.
- Committee members shall also participate actively in the work of the committee.