

Columbus State University General Education Committee Bylaws

Approved by the Faculty Senate
on April 4, 2022

Purpose of the Committee

The General Education Committee (GEC) is charged by the Faculty Senate to assist the Office of the Provost in developing standards for the core curriculum (Areas A-E) to meet the General Education Learning Outcomes listed in the University Catalog. The GEC assists the Provost's Office in carrying out policies issued by the Board of Regents and SACSCOC regarding the core curriculum, as they relate to developing new courses to support the learning outcomes and assessing courses and programs that support the outcomes. The GEC reviews policy and procedure related to general education and the core curriculum that are received from the Provost's Office, and it presents reports to the Faculty Senate on committee activities.

The committee will field faculty concerns, make curriculum recommendations based on assessments, support University System of Georgia (USG) and SACSCOC policies and directives, remain current in research on general education, and be attuned to emerging trends.

While the committee will not create policy, it will make recommendations on proposed or existing policies to the Provost's Office and the University Curriculum Committee. It will also ensure timely reports to the Faculty Senate.

Member Composition

The GEC faculty are appointed to the committee by the Faculty Senate Committee on Committees. The student members are appointed by the chair or chair-elect, in consultation with the Student Government Association. The ex officio members are designated by virtue of their office and by the Provost's office as it relates to SACSCOC and USG policy.

The GEC will be composed of the following:

- Twelve faculty with at least two members from each college and one from the library will serve as the regular members
- One alternate member for each college and one for the library
- Two student members

- Ex officio: the previous committee chair, the Provost's designee for Institutional Research, the Provost's designee for Institutional Assessment, the Provost's designee for Undergraduate Education, and the Provost's designee for the Center for Career Design and Experiential Learning.

Except as noted otherwise, the membership shall consist of all regular members, student members, and ex officio members. Regular members, student members, and ex officio members are voting members.

Members with a conflict of interest should recuse themselves for voting on recommendations and action items.

Membership Terms

New terms will begin in August. The chair and the secretary, who shall also be the chair-elect, are elected by the GEC. The following list presents the members.

- Chair – 1 year
- Chair-Elect – 1 year
- General members – 2 years
- Ex officio members – Indefinite, excluding the past chair
- Student members – 1 year

Committee Officers

The GEC officers will consist of a chair and a chair-elect. The chair will coordinate meetings, field questions from the campus community, and present topics for consideration from the Provost's Office and other campus community members. The chair must attend all meetings.

The chair-elect will assist the chair in these endeavors and become chair after the current chair's term is expired. The chair-elect will also record and post the meeting minutes.

Member Engagement

During the regular academic year, GEC members are expected to be engaged with committee business at meetings, through face-to-face or digital attendance, by electronic communication, and during policy review or endorsement deliberations. Committee members are expected to review thoroughly any documentation distributed to them in preparation for meetings and deliberations.

Meeting Calendar

The GEC will meet as needed on the first Tuesday of each month at 12:30 p.m. of the regular academic calendar or at a time that is convenient for the majority of committee members. The committee will meet more frequently as needed at potentially different days and times, determined by polling the committee members.

Meeting Content and Procedure

Meeting content will address recommendations on the policies and procedures related to general education and the core curriculum that are received from the Provost's Office, as well as business referred by the Faculty Senate and other members of the CSU community.

The committee will follow the basic tenets of [Robert's Rules of Order](#). A simple outline follows:

1. Topics discussed
2. Motions made
3. Discussion
4. Vote

Regular members, student members, and ex officio members are all voting members.

A quorum is needed to vote on motions, and it is half the membership plus one. A simple majority of the quorum can pass a motion.

The GEC will conduct meetings either in person or virtually. The committee will make a reasonable effort to provide an option to attend meetings remotely.

The GEC will vote electronically on motions, or other deliberative matters, at the discretion of the chair and with input from the committee members. If the chair and the committee members determine electronic voting is inappropriate on a particular matter, the members will meet for deliberation and discussion.

Members of the campus community should submit topics for endorsement or topics that need feedback through the Provost's Office or through the Faculty Senate.

Minutes are kept by the secretary of the committee. They will be published in a manner established by the Faculty Senate and the University.

The chair of the committee will report to the Faculty Senate at least once per academic year.

Meeting Visitors

Visitors are welcome, space permitting, and the chair, secretary, or another officer of the committee will announce meetings to the colleges. College representatives on the committee

are welcome, and encouraged, to announce meetings to their colleges, especially those with an immediate interest in current general education topics. Visitors may speak at meetings by invitation from the chair.

Revision to the Bylaws

Approving and amending the bylaws of the GEC shall be done by the committee itself and submitted to the Faculty Senate for approval.

Procedure for Committee-Specific Service Functions

I. Receipt of Policy Proposal and Charge

In keeping with the University's Policy on Policies, and the Faculty Senate Procedure for Policy Proposal, Review, Provision of Feedback, and Documentation, the General Education Committee will receive policy proposals from the Executive Committee with a specific charge to review the proposed policy and to provide appropriate feedback.

II. Role of Senate Committee in the Policy Proposal Review

The General Education Committee functions in an advisory capacity, which means it may provide recommendations and feedback on any aspect of specific policies, but has no policy-making function in the process.

III. Policy Review Process

The process in which the General Education Committee performs policy review is at the discretion of the committee's chair but should be adopted in the best interest of the Faculty Senate through thorough and timely review.

IV. Timeline for Initial Policy Proposal Review

Once the General Education Committee receives a policy proposal and charge, it will be expected to perform the first review of the policy proposal and provide comments as a committee within one month of receiving the proposal from the Faculty Senate Executive Committee.

V. Voting on Recommendations for Faculty Senate

In instances where the review process calls for a motion to vote on a proposal, the General Education Committee must have a quorum present to conduct a vote. In this case, a quorum is a majority of the committee's voting membership.

VI. Notification and Reporting to Faculty Senate

After completing a review of a proposed policy, the General Education Committee will notify the Faculty Senate Executive Committee that it has completed the policy review. In notifying the Faculty Senate Executive Committee, the General Education Committee Chair will be prepared to (1) report in person, and (2) provide written documentation of the committee's process in conducting the policy review.

Reporting guidelines will follow the Procedure for Faculty Senate Policy Review.

VII. Committee Reporting Process

The Faculty Senate will hear the General Education Committee Report, ask questions, and potentially provide feedback on committee recommendations at the meeting session. In the event that there is an approved motion to perform an additional review on the committee's initial recommendations, the Faculty Senate Executive Committee will charge the General Education Committee Chair to convene the committee and complete the new charge within the subsequent month's time.

Upon completion of the second charge, the General Education Committee Chair will provide a follow-up report on the committee's work and be present at the next meeting of the Faculty Senate to answer questions. This follow-up report should be the final step in the process.

Reporting Format & Guidelines

The General Education Committee follows the reporting format and guidelines of the Faculty Senate. The General Education Committee will report on its work, whether in line with traditional committee-specific function, or on the basis of a policy review charge, and address the following items in their report:

- Committee Charge
- Current Membership
- Meeting Date and Time
- Membership in Attendance
- Problem/Task addressed by the committee
- Synopsis of discussion pertinent to addressing the Problem/Task
- Feedback of committee
- Motions considered, complete with numeric results
- Current status report on charge
- Requests from the committee of the Faculty Senate