



## General Education Course Review Subcommittee Standing Rules

The General Education Course Review Subcommittee is a subcommittee of the General Education Policies/Graduation Requirements Committee.

### Charge

- A. Working groups review and recommend course proposals for inclusion in GE pattern and send recommendations to Subcommittee for approval. GEP/GRC acts as body of appeal.
- B. Working groups develop definitions and evaluation standards pertaining to area criteria and submit to Subcommittee and GEP/GRC for approval.
- C. Working groups undertake periodic reviews (every 2 years) of area and sub-area criteria, definitions, and standards as required by current University policy.
- D. Working groups undertake periodic (every 2 years) reviews of course compliance with area criteria as required by current University policy.

### Membership

- A. **Voting members:**

14 voting members drawn from the College (two from each College, and shall be from different departments/divisions/equivalent units);

  1. One member elected from, or appointed by, each College's Curriculum Committee.
  2. One member nominated by College faculty and elected at-large within each College.
- B. **Non-voting/Ex-officio Members:**
  1. One non-voting member appointed by/from the GEP/GRC and
  2. One non-voting member is the General Education administrator.

\*Administrative positions are appointed by the President or designee.

Additional ex-officio membership may be recommended by the subcommittee, the Academic Policies Committee, the Executive Committee, or the President or designee.

### Term

- A. The term of appointment for faculty representatives shall be for three-years, with the possibility of reappointment. Appointments will be staggered to ensure that approximately one-half of the faculty members are appointed each year.
- B. The term of the non-voting / ex-officio members will be one-year, except for the University Staff Assembly representative who will serve a two year term.

## **Officers**

### **Chair**

- A. The Chair shall be elected from and be among the voting members of the Committee.
- B. The term of office of the Chair shall be one year. The term shall begin at noon on the last day of the spring semester in which he or she is elected and shall end at noon on the last day of the spring semester of the following year.
- C. A faculty member may be elected to serve up to three consecutive terms of one year each as the Committee Chair. After an interval of a year following the end of the third consecutive term, the faculty member shall become eligible again for election to the Chair of the Committee.
- D. The Chair is responsible for establishing the agenda for each meeting.

### **Vice-Chair**

- A. At its first meeting of the academic year, the Committee shall elect from its voting members a Vice-Chair.
- B. The term of office of the Vice-Chair shall be one academic year. The term shall begin upon election of the Vice-Chair at the first committee meeting of the year and shall end at noon on the last day of the spring semester of the academic year.
- C. The Vice-Chair shall preside over the routine business of the Committee under the following circumstances: In the absence of the Committee Chair or should the office of the Committee Chair become vacant, until the election of a new Committee Chair.

## **Operations**

- A. 3 working groups:
  - a. Area A, Advanced Study, and Race and Ethnicity,
  - b. Areas B and D, and
  - c. Areas C and E
- B. Subcommittee and working groups initially convened by administrator responsible for GE.
- C. Subcommittee chair elected annually by and from voting members.
- D. Working group convener elected annually by and from membership of working group.
- E. Membership of working groups to be determined by the subcommittee.
- A. The Committee shall be a subcommittee committee of, and reporting to, the Academic Policies Committee.
- B. Issues addressed by the Committee may be referred to the Academic Policies Committee and/or the Executive Committee.
- C. Any of the Standing Policy Committees of the Faculty Senate may refer issues to the Committee either through the Academic Policies Committee or the Executive Committee.

## **Committee Meetings**

- A. The Committee shall meet monthly or as needed at a designated time and place. Because of the sensitive content of committee meetings, they shall be open to faculty only.
- B. The meeting agenda shall be distributed and supporting documentation provided to the Committee at least 72 hours prior to the meeting.
- C. A quorum of the Committee shall be a majority of the voting members. The Committee shall not officially take action in the absence of a quorum.

- D. To be a constituted committee/subcommittee (able to officially conduct business) the majority (more than 50%) of the seats must be filled (non-vacant).
- E. A quorum for all committees/subcommittees exist only if a majority (more than 50%) of the filed seats of the voting membership are present.

**Adoption of Standing Rules**

- FS 19/20-34/EX: Quorum – Senate adoption October 3, 2019
- FS 98-34/GEP/GRC/EX:
- FS 08-07/GEP/GRPC/EX

Format updated Summer 2019.