

## **General Education/Graduation Requirements Policies Committee Standing Rules**

The General Education / Graduation Requirements Policies Committee (GE/GRPC) is a standing Policy Committee of the Faculty Senate, responsible for the development of policy and oversight of the General Education Program and Graduation Requirements at California State University, Sacramento.

### **Charge**

- A. Recommends changes in the General Education (G.E.) Program as well as changes in other Graduation Requirements (GR) (e.g. other non-major degree requirements) to the Faculty Senate.
- B. Makes recommendations to the Dean for Undergraduate Studies on general goals related to resource allocation and administrative procedure in the areas of student orientation and advising, special tutorial and remedial course offerings, student and faculty awareness of the G.E. Program, diagnostic testing, outcome assessment and any other university non-major graduation requirements.
- C. Makes recommendations to the Dean for Undergraduate Studies concerning the desirability of seeking future increases or decreases in section offerings by area, based on program objectives and perceived student needs. Outcome assessment instruments, if appropriate and reliable, should be among the criteria used in making these kinds of recommendations.
- D. Hears appeals on course listings or reviews decisions by the Curriculum Review Subcommittee and may recommend revised action to the Dean for Undergraduate Studies or the Vice President for Academic Affairs as specified in the General Education Program, Section IV D-4 of the University Policy Manual ([FSG00020.htm](#)).
- E. Proposes to and reviews with the Dean for Undergraduate Studies, research and research agendas relating to all aspects of G.E.
- F. Monitors (through liaison membership and/or annual reports) the procedures and criteria used by other faculty committees (e.g., the G.E. Course Review Subcommittee and the University Reading and Writing Subcommittee) or departments (e.g., Department of Foreign Languages and the Department of English) which may take actions which substantially affect course offerings in the G.E. Program or other non-major graduation requirements. To ensure that these conform to existing policies and procedures, the implementation of which are the responsibility of the General Education Policies/Graduation Requirements Committee. Recommendations for changes in the procedures are to be made to that committee or to the appropriate constituting authority for the committee.
- G. Oversees G.E. and GR Assessment.

## **Membership**

### **A. Voting Members**

Eleven faculty members appointed by the Faculty Senate. No more than two members may be from a single college and no two members may be from the same department/unit. Every effort shall be made to encourage membership from each college.

1. Ten College-based faculty members; and
2. One faculty member from the Library or Student Services Professionals-Academically Related units.

### **B. Non-voting Members**

1. Dean for Undergraduate Studies or designee;\*
2. Faculty Senate Chair;
3. One staff member appointed by the University Staff Assembly;
4. At least one, but no more than two, students appointed by the Associated Students, Inc.;

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

Additional Ex-Officio membership may be recommended by the Committee, the Executive Committee, or the President or their designee.

### **C. 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-third 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 annually by the Faculty Senate as described in the By-Laws of the Faculty Senate. The Committee Chair shall be included in the count of the eleven voting members.
- B. The term of office of the Committee Chair shall be one year. The term shall begin at noon on the last day of the spring semester in which elected Chair 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 Chair of the Committee. After an interval of one year following the end of the third consecutive term, the faculty member shall become eligible for election to the Chair of the Committee.
- D. The Chair shall also serve as an ex-officio non-voting member of the Faculty Senate, unless concurrently serving as the elected representative of his or her department/unit.
- E. The Chair shall also serve as an ex-officio voting member of the Executive Committee.

### **Vice-Chair**

- A. At its first meeting of the academic year, the Committee shall elect, from among its voting membership, a Vice-Chair and any other committee officers deemed appropriate.
- 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 in the absence of the Committee Chair or, should the office of the Chair become vacant, until the election of a new Committee Chair. The Vice Chair shall not serve as an ex-officio member of the Senate or its Executive Committee.

### **Subcommittees that report to the General Education/Graduation Requirements Committee**

1. General Education Course Review Subcommittee
2. Writing and Reading Subcommittee (*effective Fall 2015*)

### **Liaisons to Senate and Campus Committees**

1. The Committee shall appoint one of its voting members to serve as liaison between itself and each of the committees/subcommittees identified above.
2. The Committee may request the appointment of liaisons to other Senate and University committees, task forces, or work groups as needed.

### **Operations**

- A. The Committee shall work in close coordination with other Faculty Senate Policy Committees and other Senate and University committees/subcommittees in the performance of its duties.
- B. Issues considered by the committee may be referred as well by the Executive Committee to any of the other committees of the Faculty Senate. The committee may similarly refer issues to other Senate committees through the Executive Committee.

### **Committee Meetings**

- A. The Committee shall meet at least once a month at a designated time and place.
- B. Committee meetings shall be open.
- C. The meeting agenda and supporting documentation shall be distributed to Committee members at least 72 hours prior to the meeting.
- D. Committee agendas will be published and made accessible to the campus community at least 72 hours prior to the meeting.
- E. To be a constituted committee/subcommittee (able to officially conduct business) the majority (more than 50%) of the seats must be filled (non-vacant).
- F. A quorum for all committees/subcommittees exist only if a majority (more than 50%) of the filled seats of the voting membership are present.

### **Adoption of Standing Rules**

- FS 19/20-34/EX: Quorum – Senate adoption October 3, 2019
- FS 14/15-82/GE/GRPC/EX: Adopted December 4, 2014
- FS 11-12/100/SEL: Adopted May 10, 2012
- FS 09-11D/EX: Adopted February 26, 2009
- FS 94-98A: Adopted December 1, 1994