

CHICAGO STATE UNIVERSITY

GENERAL EDUCATION COMMITTEE [GEC]

BYLAWS

1. PURPOSE OF THE COMMITTEE:

The purpose of the University General Education Committee [GEC] is to monitor the University General Education requirements including the approval or disapproval of all proposed curricular modifications affecting these requirements and to coordinate and maintain relationship with other bodies that oversee the curriculum including the University Curriculum Coordinating Committee [UCCC], The General Education Assessment Committee [GEAC], and the Chair of each individual College Curriculum Committee. Curriculum modifications to be considered by the committee include proposed changes to the general education requirements as listed in the University catalogue as well as any changes that may potentially impact these requirements.

2. COMMITTEE MEMBERSHIP:

A. The voting members will consist of tenured and tenure track faculty [Chairs, Acting/interim Chairs, Deans, Acting/interim Deans, are not included] who shall be elected to their respective positions for three year terms through a college wide general election according to the following college affiliations.

- 6 from the CAS including
 - 2 Humanities [ONE from the discipline of English]
 - 2 Math/ Natural Science [ONE from the discipline of Mathematics]
 - 2 Social Science
- 2 from COE
- 2 from CHSc
- 2 from COB
- 1 from Foreign Languages
- 1 from the Library

Ex officio members of the committee will include the Provost, the Asst. Provost for Articulation, the Dean and Associate Dean(s) of CAS, the Dean of Honors College, the Director of Teacher Certification, the Director of Evaluations, the Dean of Non-Traditional Degree Programs and Continuing Education, the Chair of the GEAC, the Chair of the UCCC, and a representative from the Faculty Senate. In addition, the outgoing chair of the GEC will be also an ex-officio member for a period of up to three years.

B. An election rotation shall be established for the purpose of determining new membership to the committee. Petitions shall be distributed before the end of the spring term, in March, for members whose term of office is expiring and for any vacancies. Candidates for each position must be

tenured or tenure-track faculty in the area of representation. To be placed on an election ballot, each candidate must submit ten valid signatures from tenured or tenure-track faculty in their respective colleges on an approved nomination form. Chairs, administrators, Unit B faculty, and those on terminal contracts are not valid signatories. In the case of a position not contested, the single nominee will be declared the winner. In the case of a contested position, all tenured or tenure track faculty in the college of representation will be eligible to vote. If needed, an election will be held in late April to be administered by the Chair of GEC to assure that all vacancies are filled before the next academic year. The results of the election shall be reported to the Provost.

- C. In the case of a temporary but extended vacancy or when a position remains unfilled, the GEC may, at its discretion make a temporary appointment with input from the College involved. In the case of extended vacancy [e.g., sabbatical or extended illness], the member involved must request a temporary appointment from the Chair of the GEC. There shall be no alternates or proxy votes as the membership is elected to multi-year terms and active participation in the proceedings is anticipated.

3. OFFICERS

- A. The officers of the committee are the Chair, Vice-Chair, and Secretary, who should be regular voting members of the committee.
- B. At the start of the Fall term, the outgoing Chair shall convene the first meeting of the year in September.
- C. New Officers shall be elected at the first meeting of the academic year for a one year term.

4. COMMITTEE MEETINGS

- A. The committee shall meet on first Thursday of the month in September, October, November, December, February, March, April, and May.
- B. Additional meetings shall be called by the Chair of GEC as needed.
- C. An agenda for each meeting shall be prepared by the Chair and distributed to the membership at least one week prior to each scheduled meeting.
- D. A quorum for a meeting shall consist of majority of the regular [voting] members.
- E. The conduct of business at meetings shall follow Robert's Rules of Order, Revised.

5. REPORTING

The Chair shall submit an annual report regarding any changes in policy for general education the Provost, with a copy to the Faculty Senate and the UCCC. However, if there are policy changes affecting other University committees during the academic year, these changes must be communicated to those committees immediately.

- 6. BYLAWS: These bylaws shall be subject to revision by consent of two-thirds of a majority of members present at a meeting specifically called for the purpose and with further consent of the Provost.