

**Georgia College & State University
General Education Committee Bylaws**

September 18, 2020

ARTICLE I: PURPOSE

The purpose of the General Education Committee (GEC) is to ensure consistency and quality of the core curriculum across academic programs. In an advisory capacity, the GEC shall:

- **Review new core-related courses, course modifications, deletions, and reactivation of courses (as information items)**
- **Review and recommend/not recommend GC1Y/GC2Y courses**

ARTICLE II: MEMBERSHIP AND MEETINGS OF THE GEC

Section 1a.

The membership of the GEC has 12 members. The 7 voting members of the GEC are elected from full-time faculty. The election procedures will be established by the individual units (College of Arts & Sciences, College of Business, College of Health Sciences, College of Education, University Library, and University Senate). To ensure continuity, the elected faculty members will serve 3-year terms scheduled so that one-third of the group is replaced each year. The four remaining members are appointed based on position. Only those full-time, elected, faculty members may vote. A quorum shall consist of a simple majority of the committee's voting membership. Individuals not elected or appointed to the committee shall be entitled to be present at the meetings and shall have the right to be heard; however, voting rights are reserved for only elected faculty members. A simple majority vote shall prevail.

Elected Members (7 Voting)

- College of Arts & Sciences (Humanities & Social Sciences (1 elected member) Science and Math (1 elected member) Fine and Performing Arts (1 elected member)
- College of Business (1 elected member)
- College of Health Sciences (1 elected member)
- College of Education (1 elected member)
- University Library (1 elected member)

Appointed Members (5 non-voting)

- SACSCOC Liaison
- Associate Provost of Academic Affairs
- University Registrar
- USG GEC Representative (if applicable)
- Academic Affairs Assistant

Section 1b.

Vacancies (i.e. professional leave, sick leave, etc.) or resignations that occur during a term of service shall be filled for the remainder of that term following the process used in the original election, selection or appointment. To initiate this process, the representative from the academic

unit (CoAS, CoB, CoHS, CoE, or Library or area of appointment should notify the Chair of the GEC in writing of the vacancy or resignation and the results of the election or appointment process. (Electronic forms of communication are acceptable.)

Section 2 a.

The GEC chair shall set the agenda for the GEC meetings. This agenda shall be distributed to all GEC members no fewer than five calendar days prior to the GEC meetings. The agenda will include the statements of any motions that are to be considered at the GEC meeting including any information necessary to access supporting documentation for these motions.

Section 2 b.

The GEC shall meet a minimum of three times each academic term or at the discretion of the committee chair. Meetings will be set at the beginning of each academic year. Additional meetings may be called at the discretion of the GCSU administration or at the request of two-thirds of the voting members. The Chair of the GEC may make the decision to cancel a regularly scheduled meeting of the committee if no action items have come before the GEC for consideration.

ARTICLE III: OFFICERS

Section 1.

The officers of the GEC shall be:

- **GEC Chair** –as elected by the committee
- **GEC Vice Chair** – as elected by the committee
- **GEC Secretary** – as elected by the committee

Section 2.

The duties of the officers shall be:

GEC Chairperson will:

- call all meetings of the GEC.
- preside at all meetings.
- prepare and distribute the meeting agenda.
- serve as a liaison between the GEC and the administration of GCSU.

GEC Vice Chair will:

- be responsible for all duties of the Chair if the latter is unable to perform these as described above.

GEC Secretary will:

- keep minutes of all GEC meetings including all action items and informational items.
- distribute a draft of the minutes to members for approval within 10 days of the meeting.

- within 10 days after acceptance, ensure that minutes are stored electronically and as hard copy.
- perform other duties incidental to the office as may be assigned by the Chair or members.

ARTICLE IV: RULES OF PROCEDURE

The order of business at each GEC meeting shall be as follows:

- Call to order by presiding officer
- Approval of the agenda
- Action items prioritized by time sensitivity
- Information items
- Continuation of old business and presentation of new business.
- Announcements of communications to GEC not included on the written list of announcements.
- Adjournments – If a meeting is to continue beyond scheduled time, the faculty will vote to complete the business of the meeting or adjourn.

Should a question of parliamentary procedure arise, the rules set forth in *Robert's Rules of Order, Revised* shall govern.

ARTICLE V: Amendments to or Repeal of Bylaws

An amendment or repeal of these Bylaws may be proposed by any voting member. Any amendment or repeal must be submitted to all members at least 10 days in advance of the meeting in which amendment or repeal will be discussed. The final action on the amendment or repeal will be voted on at the next meeting of the committee following the initial discussion. The amendment or repeal must have a two-thirds majority of voting members present.