BYLAWS OF THE

GENERAL EDUCATION COUNCIL (GEC)

AT KENNESAW STATE UNIVERSITY

APPROVED: _____4/18/2022_____

GEC General Committee Meeting

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STATEMENT OF PURPOSE

The purpose for the Committee is described in the University Handbook, Section 3.1.2 University Standing Committees.

NOTE: The Kennesaw State University Handbook takes precedence over these Bylaws regarding any conflict between the two documents.

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ARTICLE I
AUTHORITY AND FUNCTION

The General Education Council is a subcommittee of the Faculty Senate, with representation elected independently of the Senate.

1.0 The General Education Council will:

- 1.0a Develop and maintain a unified, integrated, and effective general education program
- 1.0b Ensure alignment with Board of Regents policies, as well as KSU policies and mission
- 1.0c Identify and align the learning outcomes of core curriculum courses
- 1.0d Determine whether courses fit into the core curriculum
- 1.0e Communicate with administration, faculty, and staff regarding core curriculum and general education
- 1.0f Serve as a resource to the KSU community
- 1.0g Have the authority to conduct studies and investigations on curriculum and academic policy recommendations and to request recommendations from other sources.
- 1.0h Provide advice, counsel, and recommend actions to the Faculty Senate and the Office of the Provost and Senior Vice President for Academic Affairs on matters relating to core curriculum and general education at Kennesaw State University

ARTICLE II
MEMBERSHIP AND ADMINISTRATIVE STRUCTURE

2.0 The General Education Council is a subcommittee of the Faculty Senate, with representation developed independently of the Senate and in accordance with University Handbook, Section 3.1.2, University Standing Committees.

2.1 Assisting the General Education Council in the performance of its function will be an Executive Committee.

2.2 The Faculty Executive Director of General Education is the chair of both the General Education Council and the Executive Committee and shall preside over all meetings.

2.3 Membership and voting rights for the General Education Council is specified in the University Handbook, Section 3.1.2, University Standing Committees.

2.4 Scope of Action of General Education Council:

- 2.4a General Education Council members will fulfill their role in the University's Shared Governance process.
- 2.4b A member who cannot attend a scheduled meeting should arrange for a proxy in advance, preferably from their respective college.
- 2.4c General Education Council members offer feedback on curriculum proposals based on:
  - i. Consistency and appropriateness in course leveling and course numbering
  - ii. Proposed justification
  - iii. Learning outcome alignment
  - iv. Impact of discontinuing any course
  - v. Alignment of curriculum and policies included in core curriculum proposals with University and USG Board of Regents of the University System of Georgia academic policies.

2.5 Scope of Action of Executive Committee Members:

- 2.5a The General Education Council Executive Committee will fulfill its role in the University's Shared Governance process.
- 2.5b A member who cannot attend a scheduled meeting should arrange for a proxy in advance, preferably from their respective college.
- 2.5c The General Education Council Executive Committee will vote on curriculum proposals based on:
  - i. Consistency and appropriateness in course leveling and course numbering
  - ii. Proposed justifications
  - iii. Learning outcome alignment
  - iv. Impact of discontinuing any course
  - v. Alignment of curriculum and policies included in core curriculum proposals with University and USG Board of Regents of the University System of Georgia academic policies.

2.5d The General Education Council Executive Committee votes on general education related proposals.

2.5e The General Education Council Executive Committee may form an ad-hoc committee to seek recommendations. All ad-hoc committee must include a member from the General Education Council Executive Committee.

2.6 Elections

2.6a Rules governing elections are specified in the University Handbook, Section 3.1, Constituencies Involved in Shared Governance.

2.6b College elections are to be completed in March of the current academic year and representatives for the new academic year confirmed by April 1st to begin their term the following academic year.

2.7 Term of Office

2.7a Term of office is defined by the University Handbook, Section 3.1.2, University Standing Committees.

2.7b General Education Council members serve three-year terms.

2.7c General Education Executive Committee members serve a one-year term.

2.7d For the purposes of these bylaws, each year begins at the start of the fall semester of an academic year and ends at the end of the spring semester of the same academic year.

2.7e Terms may be renewed as outlined in the University Handbook, Section 3.1.2, University Standing Committees.

2.7b For elected members unable to fulfill their terms, their college will be responsible for replacing the member representative in accordance with the respective college's bylaws.

2.8 The Undergraduate Policies and Curriculum Committee (UPCC) Liaison will be elected from the General Education Council.

ARTICLE III
MEETINGS

3.0 The Faculty Executive Director for General Education will hold regular meetings of the General Education Council and General Education Executive Committee according to a schedule published prior to the academic year.

3.1 The Faculty Executive Director for General Education may call special meetings ~~or~~ at the request of the Faculty Senate or the Office of the Provost and Senior Vice President for Academic Affairs.

3.1a Notice of special meetings shall be distributed to all members specifying the purpose, time, date, place (which may be virtual), and agenda of the special meeting.

3.1b At least five (5) business days must elapse between the time of the notification and the date of the special meeting.

3.2 The agendas for General Education Council and General Education Council Executive Committee meetings shall be distributed to all members specifying the meeting time, date, and place (which may be virtual) *a minimum* five (5) business days in advance of a scheduled meeting.

3.3 Any member of the campus community may attend General Education Council meetings.

3.4 General Education Council requires a quorum (one-half of the members present, including proxies) to conduct the business of the body.

3.5 General Education Council Executive Committee requires a quorum (one-half of the voting members present, including proxies) to conduct the business of the body.

3.6 Meetings of the General Education Executive Committee are limited to Executive Committee members only. However, the Executive Committee Chair may, on behalf of the committee, invite community constituents to attend a meeting when topics of discussion or review for voting are related to their field and/or a proposal.

ARTICLE IV
PROCEDURES AND RECORDS

4.0 Meeting Procedures

- 4.0a Robert's Rules of Order shall be the standard for parliamentary procedures at all General Education Council meetings. Suspension of the Rules of Order requires a two-thirds vote.
- 4.0b Questions of interpretation of parliamentary procedure shall be determined by the Faculty Director or appointed representative.
- 4.0c Virtual Meetings: Meetings may be held virtually following the recommendations for virtual meetings (see Attachment I).

4.1 Order of Business for General Education Council:

Unless the General Education Council Executive Committee shall otherwise determine, the Order of Business at all meetings shall be as follows:

- 4.1a Call to order
- 4.1b Record attendance
- 4.1c Agenda: The Faculty Director calls for any updates to the agenda. If none, the agenda stands.
- 4.1d Approval of minutes
  - i. A draft of the minutes from the previous meeting has been sent to members, in advance, for their prior review.
  - ii. The Faculty Director calls for any corrections to the minutes of the previous meeting.
  - iii. If none, the minutes are approved as written.
- 4.1e Reports (if any)
- 4.1f Old Business
- 4.1g New Business
- 4.1h Announcements
- 4.1i Adjournment

4.2 Order of Business for General Education Council Executive Committee

- 4.2a Record attendance
- 4.2b Agenda: The Faculty Director calls for any updates to the agenda. If none, the agenda stands.
- 4.2c Voting: For the General Education Executive Committee to approve a decision, a simple majority vote of the membership, including proxies, is required.
- 4.2e Readings: Proposals require only one reading. Any member of General Education Council Executive Committee may call for a second reading.
- 4.2f Second Reading: A motion to call for a second reading requires a simple majority vote by the voting members in attendance, including proxies.
- 4.2g At least one reading before the General Education Executive Committee is required before a proposal may be passed.
- 4.2h All proposals are reviewed by the Executive Committee. Based on the scope of the proposals, the Executive Committee may require a proposal appear as a

discussion item on the agenda of a General Education Council before being voted on by the General Education Executive Committee.

ARTICLE V
RECORDS

5.0 Minutes

5.0a Meeting minutes for the General Education Council meeting will be maintained with the Office of the Provost and Senior Vice President for Academic Affairs on the General Education Council website, as a matter of public record.

5.0b Summary minutes should be distributed to members 5 business days prior a scheduled meeting for review.

5.1 Recording Secretary: The Recording Secretary shall be designated by the Faculty Director or voted on by the General Education Council Executive Committee. The Executive Committee meetings may be recorded, if requested.

5.2 Proposals must be submitted via the approved curriculum system and process to be considered for review.

ARTICLE VI
AMENDMENTS

6.0 Proposals to amend the bylaws.

6.0a Changes to the bylaws must be approved by the General Education Council.

6.0b Any elected or appointed member of the General Education Council can propose amendments to these bylaws.

6.0c The Faculty Director of the General Education will collect proposals no later than February 1.

6.0d Proposed amendments will be reviewed annually at the April General Education Council meeting.

6.0e Approval of an amendment requires an affirmative vote of 2/3rds of the General Education Council membership.

6.0g No amendment in the bylaws shall adversely affect the duties and responsibilities assigned to other University bodies or individuals under University Policy.

Attachment I
Recommendations for Virtual Committee Meetings

Technology

University supported virtual meeting systems.

Expected Behavior

- Join the meeting early when possible.
- Open the chat box (but keep comments related to the meeting content and voting).
- To be recorded for attendance and voting, type your name and college or department in the chat box. If you are a proxy, also include the name of the individual you are representing and that individual's college or department.
- Mute your mic and turn-off your camera when you are not speaking. (This will assist with bandwidth issues.)
- The "raise your hand" feature will be used to request to speak.
- Lower the "raise your hand" icon when you are finished.
- If you are not called upon in a timely manner, speak during the next pause in the discussion.
- Turn on your camera when you are speaking for accessibility purposes. For individuals with any hearing impairment, use "live captions" if available.

Meeting Process (Roles 1, 2, 3)

- The agenda, meeting documents, and meeting link will be sent to members in advance of the meeting. (The meeting link will also be posted on the Curriculum Committee website – https://cia.kennesaw.edu/).
- Role 1 - Moderator (Committee Chair or Designee). This individual will:
- Role 2 - Meeting Support (Curriculum Support Office Member). This individual will: Share a screen presenting the agenda with curriculum proposals docket.
- Role 3 - Meeting Recorder (usually the Secretary). This individual will:
  Record the attendance of the members who self-identify in the Chat Box. All members are responsible to type their name in the Chat Box to be counted.)
  Record the attendance of any visitors who self-identify in the Chat Box.

Voting Process

- Motions and voting will be done through the chat box.
- Everyone will type their name and the action in the chat box. (The chat box does not always correctly auto-populate a name. For the record, members need to identify themselves.)
- Proxies must type their name in the chat box along with the name of the member they are proxy for and the action). i.e. (John Doe) proxy for (Jane Doe) and vote (Yes or No).

Order of Actions/Motions typed in the Chat Box

- The name of the motion being made should be typed in the chat box in addition to the name of the person who is making the first or second motion.
- The name of the item being voted on should be typed in the chat box prior to voting. (i.e., Package #1 per the agenda.)
- Any modifications to the current package should also be typed in the Chat Box with an abbreviated summary or description.
    - First motion to vote
    - Second motion to vote
    - Meeting moderator call to open discussion Meeting moderator call to close discussion Meeting moderator call to vote
    - Members identify with their full name and immediately cast vote with "Yes" or "No".
    - Meeting moderator call to close vote (No additional votes will be counted after the voting is closed.)

Meeting Recording

If the meeting is recorded, the recording will be saved until completion of the official minutes.