

# COMMITTEE ON GENERAL EDUCATION BYLAWS

## I. OBJECTIVE

To ensure that the general education curriculum is consistent with the mission of Western Connecticut State University, the State of Connecticut's general education requirements, and the New England Association of Schools and Colleges (NEASC) accreditation standards.

## II. RESPONSIBILITIES

- A. Review regularly the general education requirements in light of current scholarly work on the subject, the University's mission, State mandates and recommendations, NEASC accreditation standards, and measures of effectiveness.
- B. Recommend general education goals and objectives as well as general education curricular changes to the Committee on Undergraduate Curriculum and Academic Standards (CUCAS). Such recommendations, if endorsed by CUCAS, shall be forwarded to the University Senate for appropriate action.
- C. Assess and ensure, in consultation with the Assessment Committee, that the outcomes of the general education program are directly related to established goals and objectives.<sup>1</sup>
- D. Review existing general education courses to ensure that they meet established goals and objectives and advise academic departments and CUCAS accordingly.
- E. Review and monitor the university's policies regarding general education transfer credits to ensure that they meet established goals and objectives.
- F.
  - (1) Review and determine if newly proposed general education courses meet established goals and objectives before they are forwarded to CUCAS.
  - (2) Review and determine if Faculty Developed Courses meet established goals and objectives following the approval of such courses through normal procedures, if such courses are intended to meet general education requirements.
  - (3) Review and determine if Student Independent Study Courses meet established goals and objectives following the approval of such courses through normal procedures, if such courses are intended to meet general education requirements.
  - (4) Review and determine if Guided Reading Courses meet established goals and objectives following the approval of such courses through

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<sup>1</sup> "Goals and objectives" in these bylaws refer to the goals and objectives of the general education program.

normal procedures, if such courses are intended to meet general education requirements.

III. MEMBERSHIP (8~~9~~ voting; 1 non-voting)<sup>2</sup>

A. One (1) from and elected by the teaching faculty of the Ansell School of Business for a three-year term.

B. One (1) from and elected by the teaching faculty of the School of Professional Studies for a three-year term.

C. Two (2) from and elected by the teaching faculty of the School of Arts and Sciences for three-year terms.

~~\_\_\_\_\_~~ D. One (1) from and elected by the teaching faculty of the School of Visual and Performing Arts.

~~D~~ E. One (1) at-large from and elected by the teaching faculty for a three-year term.

~~E~~ F. One (1) from and elected by the library faculty for a three-year term.

~~F~~ G. One (1) school dean (Ansell, A & S, or PS) designated by the Academic Vice President to serve a one-year term.

~~G~~ H. One (1) undergraduate student selected by the Student Government Association (SGA) for a one-year term.

~~H~~ I. One (1) non-voting member from CUCAS designated by the Chairperson of CUCAS.

IV. CONDUCT OF BUSINESS

A. The Chairperson shall call the meetings of the Committee. In the absence of the Chairperson, his or her designee shall call the meetings, except as noted in item V, A of these bylaws.

B. A quorum shall consist of no fewer than one-half (1/2) of the voting members. Unfilled positions, if any, shall not be counted in determining quorum.

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<sup>2</sup> In order to ensure overlapping terms, in the first election the Ansell and P S members shall be elected for two-year terms, the two A & S members shall be elected for three-year terms, and the at-large member shall be elected for a one-year term. In all subsequent elections all these members shall be elected for three-year terms.

- C. Regular meetings shall be held once a month during the fall and spring semesters. Such meetings shall be held on the first Thursday of the month, unless otherwise agreed to by two-third (2/3) or more of all the members.
- D. Special meetings may be called by the Chairperson.
- E. The call to meetings, accompanied by the agenda, shall be delivered to Committee members not less than three days prior to each meeting.
- F. Decisions of the Committee shall be made by majority vote of the members present.
- G. Meetings shall be conducted in accordance with *Roberts Rules of Order, Revised*.
- H. No meeting shall be held in executive session.

#### V. OFFICERS

- A. The Chairperson for the following year shall be elected at the last meeting of the academic year from and by the voting members of the following year. In the absence of a Chairperson, the President of the University Senate shall designate a member to convene a meeting of the Committee for the purpose of electing a Chairperson.
- B. The position of Secretary shall be filled by each member, excluding the Chairperson, on an alphabetical rotating basis, unless otherwise agreed to by the Committee.

#### VI. REPORTS

- A. The Committee, through its Chairperson, shall report all policy recommendations to the University Senate. Such recommendations, when appropriate, shall be endorsed by CUCAS and/or the University Planning and Budget Committee (UPBC), before the University Senate acts upon them.
- B. The Committee shall submit an annual report to the University Senate.

#### VII. MINUTES

- A. Minutes of the meetings shall be distributed to:  
All members of the Committee  
School deans and department chairpersons

University Senate Archivist  
Vice President for Academic Affairs

- B. Minutes shall also be published by such means as practical (university e-mail system, web page, etc)

#### VIII. AMENDMENTS

These bylaws may be amended by two-thirds (2/3) vote of members present at any regularly scheduled meeting at which there is a quorum and with the subsequent approval of the University Senate and the University President.

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Senate approval: R-05-02-04, March 2005

Administrative approval: