

Shasta College

General Education Committee By-Laws

This committee shall be known as the General Education Committee of Shasta College.

Relationship

The General Education Committee is a subcommittee of the Curriculum Council, which is a standing committee of the Academic Senate.

Purpose

The primary function of the General Education Committee is to provide oversight to the general education programs of Shasta College. Secondly, the committee will discuss and forward curriculum recommendations regarding graduation requirements, associate degrees, certificates, or other issues forwarded from the Curriculum Committee or Academic Senate.

By-Laws

ARTICLE 1

MEMBERSHIP: The committee will include a minimum of one representative from each general education category and vocational area, a counseling representative, the articulation officer, and the administrative designee. Members are selected by the divisions with faculty representation from each general education category.

OFFICERS: The faculty co-chair, elected by majority vote of the Committee and approved by the Senate Executive Committee, will serve as Chair of the Committee. Elections for the faculty Co-Chair position will be held at the end of the spring semester for the following academic year. The administrative designee, typically an academic Division Dean, will serve as Co-Chair.

QUORUM: A quorum is defined as fifty percent (50%) of voting members. A quorum must be present for official action to be taken. A simple majority vote of those voting members present constitutes approval.

ARTICLE II

APPOINTMENT: Representative members of the General Education Committee shall be appointed by their constituent groups, the faculty teaching courses in the general education areas they represent.

MEETINGS: Meetings are held monthly, historically on a Thursday of each month, at 3:00 p.m. Primary responsibility for conducting the committee meeting rests with the faculty co-chair, and the administrator has responsibility for staff support, minutes, and logistical support. The co-chairs share responsibility for constructing agendas.

Recommendations are generally arrived at through consensus of the committee. Curriculum is approved with a majority vote of the members present. Agendas are distributed electronically and approved minutes are posted in the GE Committee folder on the I-drive and on DocuShare on the Shasta College web page.

TERMS of MEMBERSHIP: Term of membership will be one academic year. Some department faculty may choose to share a term due to fall/spring teaching schedules. Members are encouraged to seek reappointment. Vacancies may be filled at any time.

NON-VOTING MEMBERSHIP: Academic Deans are welcome to attend and contribute to the discussion.

ARTICLE III

AD HOC COMMITTEES: The Committee may recommend the formation of ad hoc committees to address issues of particular concern.

ARTICLE IV

DUTIES and RESPONSIBILITIES:

The General Education Committee's primary responsibility is to review, update, gain approval and publish the following year's three general education patterns: the Associate degree pattern (AA/AS), California State University General Education Breadth (CSUGE), and the Intersegmental General Education Transfer Curriculum (IGETC). The faculty committee, comprised of representative disciplines, will review courses proposed for inclusion in one or more of the general education programs.

The committee will also consider and make recommendations to the Curriculum Council regarding various academic concerns as delegated by the Academic Senate or Curriculum Council. Examples have included physical education graduation requirements, the computer literacy graduation requirement, catalog rights, and American Institutions Title 5 review.

After approval by the General Education Committee, a member of the committee will report the results of the deliberation to the Curriculum Council.