

**SUNY Fredonia University Senate  
General Education Committee**

**Policies and Procedures Manual**

Approved 9/30/13

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**I. Mission**

The General Education Committee [herein after referred to as the Committee] is responsible for recommending policy on all matters on campus relating to the General Education program and its assessment.

**II. Responsibilities**

The Committee is responsible for the integrity of the General Education program and its implementation. The Committee shall receive, consider and approve courses proposed for inclusion in the College Core Curriculum (CCC). The Committee shall also be responsible for recommending to the University Senate any changes to the requirements of the CCC. Further, the Committee shall engage in and actively share in assessment of the General Education program.

**III. Membership and Terms**

Membership and Terms. There shall be one representative elected from each of the Senate's academic electoral units (Arts, Business, Education, Humanities, Music, Natural Sciences, and Social Sciences), one elected from the Library Faculty, and one student representative appointed by the group. Members of the Committee shall serve staggered three-year terms. Representatives may serve for only two consecutive three-year terms (6 years), but may seek re-election in the future. Members of the Committee shall be elected in the Spring of the academic year. The Director of the General Education Program shall serve as an ex officio member.

**IV. Officers Terms and Responsibilities** All voting Committee members shall be eligible to serve as an officer. Each academic year, the Committee shall elect the officers of Chair and Secretary by the end of the Spring semester. The duties of the Chair and Secretary shall be those normally associated with such titles, with the exception that the Secretary shall also serve as Vice-Chair in the absence of the Chair. Each officer will serve a one-year academic term and may be re-elected. The slate of elected officers shall be reported to the Governance Officer, the University Senate Secretary, and the Chairperson of the University Senate. The Director of the General Education program shall not serve as an officer of the Committee.

*Chair/Co-Chair*

The *Chair/Co-Chairs* are responsible for setting the meeting agenda, conducting the meetings, coordinating review of proposals and assessment of the General Education program, and serving as liaison between the Committee and the University Senate. The *Chair/Co-Chairs* communicates with faculty and unit heads who submit proposals for courses to be included in the General Education program. The *Chair/Co-Chairs*, or their designee, shall also serve on the Campus Assessment Committee.

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*Secretary*

In the event that the Chair is unable to perform his/her duties, the Secretary will perform the duties of the Chair until such a time as the Chair is able to resume those duties.

**Election**

The voting members of the Committee for the next academic year shall convene in April or May of the current academic year to elect officers for the following academic year. The current Chair shall request nominations for the positions of Chair and Secretary for the next academic year no less than 10 days before the Committee will vote on officers. The Committee shall elect the officers of Chair and Secretary by the end of the Spring semester. The slate of elected officers shall be reported to the Governance Officer, the University Senate Secretary, and the Chairperson of the University Senate.

**Compensation**

During his or her year of service, the Chair of the General Education Committee may elect to receive a 1-course release, which may be taken in either the Fall or the Spring semester. In lieu of a course release, the Chair may receive a stipend equivalent to one course release, as negotiated by the University Senate Executive Committee, or may use this same equivalent financial compensation towards the purchase of equipment or professional travel.

**V. Primary Functions of Committee**

**Approval of Courses for Inclusion in / Removal from CCC Categories** The Committee will review all courses that are proposed for addition to or removal from CCC categories. Notification of course approvals will be provided to the Chair of the Academic Affairs Committee, the Director of General Education, and the University Senate.

**Assessment**

The role of the Committee is to ensure that assessment of the General Education program occurs on a regular basis in as efficient manner and that the dissemination of results to appropriate stakeholders occurs. The Committee will follow the General Education Assessment Policies document in conducting assessment of the General Education program:

<http://www.fredonia.edu/departments/gened/pdf/generaleducationassessmentpolicies.pdf>

**Bylaws, Policies and Procedures**

The Committee will follow the existing Faculty Senate Bylaws, and maintain a policies and procedures manual. The Committee shall periodically review these documents and suggest revisions to the Senate as appropriate.

**Recommending Changes to the General Education program**

The Committee will recommend changes to the General Education program to University Senate. When needed, the General Education program will develop a subcommittee to formulate substantial changes to the program. This subcommittee may consist of a combination of

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Committee members and individuals (e.g., faculty, staff, students) not on the Committee.

**Website Revision and Information Dissemination**

The Committee will ensure that the Committee ANGEL website is maintained and current. The Director of General Education will have responsibility for the electronic storage and dissemination of CCC and General Education information (e.g., results of assessment reports, CCC master list, SUNY Fredonia General Education website).

**VI. Meetings**

**Frequency** Before the end of the Spring semester, the Committee shall determine its meeting schedule for the upcoming Fall semester. Before the end of the Fall semester, the Committee shall determine its meeting schedule for the upcoming Spring semester. A record of the meetings held and the upcoming Fall meeting schedule shall be included in the Committee's Annual Report to the University Senate. The Committee shall meet in person on a regular basis during the academic year. Meetings shall occur no less than once a month, with additional meetings as deemed appropriate. Most frequently, the Committee meets 3-4 times per month during the regular academic year. Agendas and Minutes shall be stored in electronic form for ease of access. If the Committee is not able to complete its business during its regular meetings, the Chair may seek to have action items discussed and approved via e-mail. In the latter case, any voting member of the committee may request to have an action item considered at a face-to-face committee meeting. Specifically with regard to electronic review of course proposals, when there are dissenting opinions about whether a course proposal should be approved or disapproved, the course proposal shall be discussed in a face-to-face meeting before a final decision is made about the particular course proposal. Any decisions made electronically must be read into the minutes of the next regular scheduled meeting.

**Quorum**

A quorum for meetings of the Committee shall consist of a majority of the voting members. Meetings of the Committee are open only to members of the Committee, although individuals with particular concerns or expertise may be invited to attend as guests.

**VII. Meeting Agenda**

The Chair shall set a proposed agenda for each meeting.

**VIII. Minutes**

Following each meeting, the Secretary shall prepare a written report of all actions taken, including items approved via e-mail. Traditionally, since the Chair prepares the meeting agenda, the Chair aids the Secretary in the preparation of the minutes. The responsibility for the content of the minutes and their distribution rests with the Secretary and the Chair. Minutes shall be available on the website for the General Education program.

**IX. Report to University Senate**

The Chair of the Committee shall submit an annual report to the University Senate for the

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Senate's May meeting. This Committee report shall contain a record of Committee meeting activities during the past academic year, including courses approved, policy changes, assessments conducted, and assessment results.

**Appendix**

General Education Committee Membership 2013-2022

<b>Representative</b>	<b>Term Ends</b>	<b>Term Ends</b>	<b>Term Ends</b>
<i>Education</i>	2014	2017	2020
<i>Library Faculty</i>	2014	2017	2020
<i>Humanities</i>	2015	2018	2021
<i>Natural Sciences</i>	2015	2018	2021
<i>Social Sciences</i>	2015	2018	2021
<i>Arts</i>	2016	2019	2022
<i>Business</i>	2016	2019	2022
<i>Music</i>	2016	2019	2022