

CHICAGO STATE UNIVERSITY

UNIVERSITY GENERAL EDUCATION COMMITTEE [UGEC]

BYLAWS

1. PURPOSE OF THE COMMITTEE:

The purpose of the University General Education Committee [UGEC] is to monitor the University General Education requirements including the approval or disapproval of all proposed curricular modifications affecting these requirements and to coordinate and maintain relationship with other bodies that oversee the curriculum including the University Curriculum Coordinating Committee [UCCC], The General Education Assessment Committee [GEAC], and the Chair of each individual College Curriculum Committee. Curriculum modifications to be considered by the committee include proposed changes to the general education requirements as listed in the University catalog as well as any changes that may potentially impact these requirements.

2. COMMITTEE MEMBERSHIP:

A. The voting members will consist of tenured and tenure track faculty [Chairs, Acting/interim Chairs, Deans, Acting/interim Deans, are not included] who shall be elected to their respective positions for three year terms through a college wide general election according to the following college affiliations.

6 from the CAS including

2 Humanities [ONE from the discipline of English]

2 Math/ Natural Science [ONE from the discipline of Mathematics]

2 Social Science

2 from COB

2 from CHSc and Pharmacy

1 from Foreign Languages

1 from the Library

Ex officio members of the committee will include a representative from the Provost's Office, the Dean of the Honors College, and the Chair of the GEAC. The immediate past UGEC Chair may serve as an *ex officio* member for a period of up to three years.

B. An election rotation shall be established for the purpose of determining new membership to the committee. Petitions shall be distributed before the end of the spring term, in March, for members whose term of office is expiring and for any vacancies. Candidates for each position must be

tenured or tenure-track faculty in the area of representation. To be placed on an election ballot, each candidate must submit five valid signatures from tenured or tenure-track faculty in their respective colleges on an approved nomination form. Chairs, administrators, Unit B faculty, and those on terminal contracts are not valid signatories. In the case of a position not contested, the single nominee will be declared the winner. In the case of a contested position, all tenured or tenure track faculty in the college of representation will be eligible to vote. If needed, an election will be held in late April to be administered by the Chair of UGEC to assure that all vacancies are filled before the next academic year. The results of the election shall be reported to the Provost.

- C. In the case of an extended absence or vacancy [e.g., sabbatical or extended illness] or when a position remains unfilled, the UGEC may, at its discretion, make a temporary appointment with input from the College involved. There shall be no alternates or proxy votes as the membership is elected to multi-year terms and active participation in the proceedings is anticipated.

3. OFFICERS

- A. The officers of the committee are the Chair and Secretary, who should be regular voting members of the committee.
- B. At the start of the Fall term, the outgoing Chair shall convene the first meeting of the year in August.
- C. New Officers shall be elected at the first meeting of the academic year for a one-year term.

4. COMMITTEE MEETINGS

- A. The committee shall meet on the fourth Tuesday of the month in August, September, October, November, January, February, March, and April.
- B. Additional meetings may be called by the Chair of UGEC as needed.
- C. An agenda for each meeting shall be prepared by the Chair and distributed to the membership prior to each scheduled meeting.
- D. A quorum for a meeting shall consist of a majority of the regular [voting] members.
- E. In the absence of the Chair, the Secretary shall conduct the meeting. In the absence of both the Chair and Secretary, a voting member shall be appointed to conduct the meeting.
- F. The conduct of business at meetings shall follow Robert's Rules of Order, Revised.

5. REPORTING AND NOTIFICATIONS

The Chair shall submit an annual report regarding any changes in policy for general education to the Provost, with a copy to the Faculty Senate and the UCCC. However, if there are policy changes affecting other University committees during the academic year, these changes shall be communicated to those committees immediately. All curricular actions will go through the University's approval process for implementation, with appropriate and pertinent information forwarded to committees and departments.

6. BYLAWS

These bylaws shall be subject to revision by consent of two-thirds of a majority of members present at a meeting specifically called for that purpose, and in consultation with the Provost.