

## **Procedures of the General Education Committee (GEC)**

### **A. Name**

The General Education Committee of Tennessee Technological University (GEC)

### **B. Place in the TTU Committee Structure**

The GEC reports directly to the Provost, but also serves as an Academic Affairs subcommittee

### **C. Purposes**

1. Monitor all courses within the General Education Program, ensuring that they satisfy the goals and measurable outcomes for each category established by the General Education requirements.
2. Evaluate and approve or decline all courses submitted for inclusion in the General Education Program.
3. Develop appropriate procedures, forms, and policies relating to the General Education Program.
4. Resolve Program issues as they arise.
5. Work with the Provost and the Office of Institutional Assessment, Research and Effectiveness (IARE) to develop and administer assessment methods for the General Education Program.

### **D. Membership**

1. Representation. The GEC will elect the Committee chair from the membership. The Committee chair will serve a one-year term. Committee members, drawn from the tenured, tenure-track and lecturer faculty include:
  - a. One tenured or tenure-track faculty or lecturer representative from each of the seven General Education categories: Quantitative Reasoning and Analysis, Humanities and Cultural Expression, Historical Foundations, Social and Behavioral Sciences, Communication, Scientific Reasoning, and Financial and Digital Literacy.
  - b. One representative from any college or stand-alone school not already represented by a member in one of the above categories.
  - c. Three additional members, drawn from the TTU faculty or administrative staff, as at-large representatives.
  - d. Two student representatives
2. Method of appointment. Members will be appointed by the President upon recommendations from the Provost.
3. Terms. Members will serve three-year, renewable terms, staggered so that a third of the Committee is replaced or renewed each year.
4. List of Members. The Chair of the GEC will keep on file a current membership list indicating the unit affiliation and term of each member.
5. Process for appointments. Each April, the Chair of the TTUGEC will send to the Provost a list of recommended appointments to fill vacancies left by members whose terms are about to expire. The Provost forwards the list, revised as he or she deems appropriate, to the President for approval or further revision and approval.

### **E. Officers**

1. Chairperson: The chairperson is elected annually from the committee membership. The Chairperson shall
  - Preside at all meetings or designate another member to preside.

- Prepare a tentative agenda for each meeting (when feasible) for distribution to committee members prior to the meeting.
- Call special meetings when necessary.
- Appoint ad hoc committees as needed.
- Execute the policies prescribed by these procedures and by parliamentary authority adopted by the committee.
- Disseminate information concerning actions of the committee.
- Supervise the preparation and distribution of an annual report of the committee's activities. The annual report will be submitted to the Academic Council for review and acceptance.

**F. Executive Officer:** The President shall appoint a staff member to serve as Executive Officer and resource person and to provide staff support services.

**G. Meetings**

Scheduled or called: At least two meetings will be held each academic year, one each semester with additional meetings as needed.

**H. Process for Proposals of Courses, Course deletions, and Course Changes**

1. Routing. Before reaching the GEC, proposals must be approved by the department where the course will be taught and the college curriculum committee in which that department is housed.
2. Timing. Proposals must reach Chair of the GEC no later than three (3) class days prior to the next regularly scheduled meeting.
3. Form. Proposals will follow the standard format approval for curricular proposals at Tennessee Technological University which can be found at the University Curriculum Committee Proposal Submission site. In addition, any proposal for a course to be included in the General Education curriculum must include a checked list of outcomes to be met by the course and a rationale for adding it to the General Education curriculum. Additional information on submitting a General Education course proposal can be found at the General Education website.

**I. Process for Placing other Items on the TTUGEC Agenda**

Proposals, concerns, issues, or ideas, other than course proposals, may be emailed to the Chair of the GEC and must reach the Chair no later than three (3) class days before the next regularly scheduled meeting.

**J. Rules of Order**

Discussion and voting will generally follow the latest edition of *Roberts Rules of Order, Newly Revised* and any disagreement regarding procedures for discussion or voting will be resolved with reference to *Roberts Rules*.

**K. Quorum and Voting**

1. A quorum for official voting is two thirds of the membership.
2. Approval of any proposal requires a majority of those voting.
3. Voting may take place in face-to-face meetings or through email or virtually.

**L. Meeting records**

Although detailed minutes will not be kept of GEC meetings, the Executive Officer will ensure that dated copies of approved proposals and policies are kept and filed.

**M. Subcommittees**

To ensure wide faculty involvement in key decision, subcommittees will be formed to advise the TTUGEC.

1. Chairpersons and Purpose. One regular GEC member in each General Education area is appointed by the GEC Chair to lead a subcommittee which addresses issues related to that area of the Program.
2. Members. Subcommittees must include only full-time faculty members and, except for their chairpersons, may include faculty members not currently on the GEC. Each year when there are issues to be considered by a subcommittee, its chair appoints his or her own committee members with the approval of the Chair of the GEC. Updated lists of the subcommittees are kept on file by the subcommittee chairs as well as the Chair of the Executive Officer of the GEC.
3. Meetings. All subcommittee meetings are special, called meetings to consider particular issues.
4. A standing subcommittee whose members are appointed by the GEC chairperson will review requests for course substitutions and exceptions to General Education requirements. The subcommittee will include a minimum of seven Committee members plus the GEC chairperson. The subcommittee will meet at least once each fall and spring semester, with additional meetings as needed, and will review substitution and exception requests within a reasonable timeframe from the date of submission.

#### **N. Adoption and Amendment of Procedures**

These procedures may be adopted or amended by a majority vote of the total membership, provided the amendment has been discussed at a regular meeting and has been submitted in writing to each committee member at least three (3) class days prior to the discussion. Such amendments are subject to approval by the Provost.

#### **O. Effective Date**

These procedures become effective on the day after they are approved by the GEC, the Tennessee Technological University Academic Council, and the Provost.

- A “class day” is defined as any day in which TTU classes are officially in session.