

## **GENERAL EDUCATION COMMITTEE BYLAWS**

### **I. Name:**

The name of the Governance Committee is the **General Education Committee**.

### **II. Purpose:**

The purpose of the General Education Committee (GEC) is to improve the quality and relevance of the College's general education curriculum. The GEC considers new courses for inclusion as general education and approved transfer elective courses. The GEC performs periodic reviews of these courses to ensure they are continuing to satisfy required core competencies and transfer suitability. The committee reports to the Vice President for Academic Affairs & Chief Academic Officer.

### **III. Responsibilities:**

Review and recommend any revisions to policies, procedures, plans, or other relevant documents that are germane to the purpose of the General Education Committee; assist in drafting new policy and procedures, if needed. Implement general education course selection procedures. Participate in focused discussion(s) regarding general education assessment results with faculty and academic deans each semester. Determine the committee's role in advancing Guided Pathways.

### **IV. Membership and Terms of Office:**

- A.** As a governing body of Tidewater Community College, the General Education Committee will dedicate itself to being inclusive of our diverse populations when comprising the membership of the committee. Tidewater Community College is dedicated to cultivating and sustaining a diverse and inclusive environment that embraces all identities, perspectives, expression of ideas, and backgrounds. The entire college community benefits from experiences that foster mutual respect, celebrate differences, and value commonalities.
- B.** Elected representation on the GEC will be drawn primarily from college-wide teaching faculty reflecting the six general education competencies as listed below. A librarian, one academic deans, an at-large adjunct faculty member, and an academic advisor/counselor will be elected college-wide by their peers. The Director of General Education Assessment & Curriculum Management will serve on the committee. Where vacancies are identified in general education competency representation, the Committee chair will request that the PAPC solicit further volunteers, these to be taken under consideration by the committee for selection.
- C.** Members shall serve two-year terms, with 1/3 overlap from year to year. An additional one-year term may be served, if members desire. A maximum of three years may be served consecutively. If a member should step down from the committee prior to the end of the term, a replacement for the same General Education Competency shall be appointed by the Committee Chair to serve out the remainder of the term. At the end of the term, the replacement will be eligible for election to serve a subsequent two-year term. Each member of the committee must be employed by

TCC while serving on the Committee.

**Committee Members (12 voting members)**

- 1 member representing Written Communication
- 1 member representing Civic Engagement
- 1 member representing Professional Readiness
- 1 member representing Scientific Literacy
- 1 member representing Quantitative Literacy
- 1 member representing Critical Thinking
- 1 member at large representing adjunct faculty
- 1 librarian
- 1 academic advisor/counselor
- 1 academic dean
- Director of General Education Assessment & Curriculum Management
- Past Chair of General Education Committee

**V. Voting:**

- A.** All elected members of the committee, the Director of General Education Assessment and Curriculum Management and the past chair of the General Education Committee, shall have the privilege of voting on matters that come before the committee.
- B.** All Committee business shall be formally presented and voted on during regularly scheduled meetings, provided a quorum is present. In the case of time-sensitive action items that are discussed when a quorum is not present, the Chair may elect to call for a virtual vote by the full membership within three business days following the meeting. All actions taken based on a virtual vote will be binding provided the number of votes received constitutes a quorum.

**VI. Election of Officers:**

- A.** The General Education Committee shall elect officers for the academic year during the first regularly scheduled meeting in May.
- B.** The term of office for Committee officers shall be one year, from September to August and they may serve up to two consecutive terms if reelected.

**VII. Officers:**

- A.** The Chair shall:
  1. Secure a meeting room and/or arrange virtual options (i.e. Zoom), and call regular meetings.
  2. Create agenda using the template provided by the PAPC.
  3. Distribute agenda and draft minutes of the previous meeting electronically to all committee members no less than seven calendar days prior to each scheduled meeting.
  4. Preside over meetings.
  5. Provide reports to the PAPC in accordance with the Governance Timeline.
  6. Attend PAPC meetings.

7. Share with the Committee motions passed by the PAPC and report comments back to the PAPC Chair within the thirty day comment period.
8. Provide the appropriate Executive Staff member with reports.
9. Verify the committee's web postings are accurate and up-to-date
10. Report upcoming openings on the committee to the PAPC chair at PAPC Chair request.
11. Hold elections for the Committee officers during the last regularly scheduled meeting of the academic year.
12. Report membership list and officers for the upcoming year by the end of May.

**B. The Recorder shall:**

1. Take accurate minutes (including attendance records) of each committee meeting.
2. Submit draft of minutes to committee chair no less than 10 days prior to the meetings using the template provided by the PAPC.
3. Ensure and verify electronic posting of approved minutes.
4. Track membership rotation and report to the committee chair upon request.
5. Perform other official duties in consultation with the Chair.

**VIII. Meetings:**

**A.** The General Education Committee will meet a minimum of three times per academic calendar year with additional meetings held as needed to address annual charges.

**B.** The Chair, in consultation with ex-officio members, if applicable, may call additional meetings as required to be held at a time and a place agreed upon by the membership during a regularly scheduled meeting. The Chair shall notify all members by email of the time set for the extra meeting.

**C.** A quorum is defined as a simple majority of filled positions and is required for a vote on any action items presented to the Committee.

**D.** Prior to, or in conjunction with the first meeting in the Fall semester, new Committee members may be required to participate in a training workshop on academic policies and procedures relevant to the work of the Committee.

**E.** The Chair will conduct all meetings according to Robert's Rules of Order.

**IX. Attendance:**

**A.** Members of the General Education Committee are expected to attend all meetings scheduled to conduct the Committee's business.

**B.** If a member misses thirty percent of regularly scheduled meetings within an academic year, he or she may be removed from the Committee. A replacement representing the same General Education competency may be appointed by the Committee Chair to serve out the remainder of the term.

**X. Subcommittees:**

The Chair, in consultation with the Director of General Education Assessment and Curriculum Management, may appoint ad hoc subcommittees as required to carry out the Committee's charges.

**XI. Amendments:**

Amendments to these Bylaws must be proposed and lodged at a regularly scheduled meeting and are subject to a vote of the voting membership at the next regularly scheduled meeting for which a quorum is present.

### **Revision History**

#### **9 Sept 2022**

Updated position title(s) to reflect current reporting structure.

Removal of Instruction and Curriculum Committee liaisons as the Director of General Education Assessment & Curriculum Management serves on those committees.

#### **4 Oct 2021**

Revision of membership list to include language for academic advisor/counselor.