

General Education Assessment Committee

BYLAWS

I. CONTROLLING AUTHORITY

The General Education Assessment Committee (GEAC) was established by passage in April 2010 of the Final General Education Proposal from the General Education Task Force.

II. PURPOSE

- A. The primary purpose of the GEAC shall be to make recommendations to the University Curriculum Committee (UCC) and to the Division of Academic Affairs on ways to improve the structure and content of the General Education program at Kutztown University (KU).
- B. The GEAC shall work with the Office of Assessment, the Division of Academic Affairs, the Dean's Council, the General Education Committee, and the Academic Assessment Council to identify the most appropriate means of assessing direct, and where appropriate, indirect, evidence of student learning outcomes for the General Education Program at KU.
- C. The GEAC shall work to identify appropriate methods to collect assessment data to determine students' achievement of the General Education program's Institutional Student Learning Outcomes.

III. MEMBERSHIP

- A. The General Education Committee (GEAC) shall be composed of eight (8) voting members and five (5) non-voting members.
 1. Voting Members
 - a. Four (4) faculty members, one from each college.
 - b. Three (3) teaching faculty members, elected at large.
 - c. One (1) non-teaching faculty member, elected at large.
 2. Non-Voting Members
 - a. One (1) from the Division of Academic Affairs
 - b. One (1) from among the Academic Deans
 - c. One (1) from the Office of Assessment
 - d. One (1) from the Student Government Board
 - e. One (1) from the General Education Committee
- B. Voting members shall be elected for a three-year term.
- C. Each College Assessment Committee or Dean shall determine the procedures for selecting representatives from their colleges and should be appointed in the Fall of the AY before they serve. The APSCUF Nominations and Elections Committee shall conduct the elections for the members at large. These members will be elected in the Fall of AY before they serve. All other members shall be selected by procedures determined by the bodies they represent.
- D. No person may simultaneously serve as a voting member of both the General Education Committee and the General Education Assessment Committee.

IV. EXECUTIVE COMMITTEE

A. Composition

1. The Executive Committee shall consist of two officers, Chairperson, and Vice-Chairperson elected from among the voting membership of the committee.
2. The term of office for each officer shall be three years. Officers' terms as members of the committee shall be extended for three years starting the first year of leadership to allow the officers to complete their terms.
3. When necessary, election of officers shall take place during the Fall of the AY before the year in which the officer shall serve to assure the course release offered for leadership of this committee does not disrupt department operations.
4. In the event of an unexpected vacancy on the Executive Committee, an election shall be held as soon as possible to replace the vacancy. If necessary, the newly-elected officer's term shall be extended to three years.

B. Duties

1. The Chairperson shall conduct all meetings, communicate committee business with the University community at large, oversee the preparation of agendas and distribution of proposals, and otherwise represent the GEAC in University affairs as appropriate.
2. The Vice-chairperson shall assume all the duties and responsibilities of the Chairperson in the Chairperson's absence.

C. Terms of Office

1. There shall be no limit to the number of terms an officer may serve.
2. An officer may be removed from office by a vote of two-thirds (5 votes) of the voting members.

V. MEETINGS

- A. At the beginning of each semester, the Executive Committee shall determine a meeting schedule based on the members' availability.
- B. There shall be a minimum of two meetings per semester.
- C. A quorum of two-thirds (5 persons) of the voting membership shall be required to conduct official business at any meeting.

VI. Proceedings

- A. *Robert's Rules of Order, Revised* shall govern GEAC proceedings in all cases where applicable.

VII. VOTING

- A. The eight (8) faculty members shall have full voting rights. The five (5) non-voting members shall be permitted to make and second motions and engage in all discussions, but shall not be permitted to vote.
- B. Voting members who need to be absent from a meeting may send a substitute (from the same constituency), who shall have full voting rights. Members have a responsibility to attend all meetings. If a member finds that he/she cannot fulfill the duties of a committee member, it is his/her duty to resign, so that another member may be chosen. Moreover, the Chair, with the consent of the

Committee, may ask for the resignation of any member who has been absent, without sending a substitute, for at least half of the meetings called in any academic year.

- C. Proxy votes shall be permitted.
- D. Unless specified otherwise, a simple majority of those present and voting at a meeting shall be required to approve a proposal.
- E. At the discretion of the Chairperson, votes may be conducted electronically via e-mail, in which case a majority (5) of the voting membership shall be required to approve a proposal.

VIII. AGENDA

- A. The agenda shall consist of the following items in order of priority.
 - 1. General announcements by the Chairperson.
 - 2. Matters considered by the Chairperson to be of an emergency nature.
 - 3. Procedural matters (including election of officers when required).
 - 4. Approval of Minutes.
 - 5. Old Business including tabled proposals.
 - 6. New Business.
- B. The agenda shall be prepared by the Chairperson, assisted by clerical support, and distributed to committee members at least one week in advance of the meeting whenever possible.

IX. REPORTING PROCEDURES

- A. The GEAC shall annually interpret assessment data, and based on these interpretations, make recommendations to the Division of Academic Affairs on the improvement of the General Education Program.
- B. The annual report will be made available to the Vice President of Academic Affairs, General Education Committee, University Curriculum Committee, Academic Assessment Council, APSCUF, and Strategic Planning and Resources Committee. After review, the report will be made available to the faculty and published on the Office of Assessment's website.
- C. Curricular Improvement
 - 1. The GEAC shall review the results of the annual assessments of the General Education Program, and annually compile a set of recommendations for improving the General Education curriculum, if deemed necessary.
 - 2. Recommendations for improvements to the General Education Program shall be submitted to the General Education Committee for consideration and discussion.
- D. Reports submitted by or to the GEAC, including the constituent data embedded in said reports, shall not be used in any way to evaluate the individual performance of any faculty member, and shall not be included in any way in departmental, college, or university evaluation, tenure, or promotion processes.

X. SUPPORT SERVICES

Support Services for the GEAC shall include but are not limited to:

- A. One quarter reassigned time for the GEAC faculty Chairperson.
- B. University clerical support to expedite GEAC business.

XI. AMENDMENT OF BYLAWS

- A. These Bylaws may be amended at any time by an affirmative vote by two-thirds (5) of the voting membership of the GEAC. Any such amendments must subsequently be approved by all three controlling bodies (UCC, APSCUF-KU Representative Council, and University Senate).

Approved by the GEAC: September 24, 2018