

General Education Program and Assessment Committee

BYLAWS

I. CONTROLLING AUTHORITY

- a. The General Education Program and Assessment Committee (GEPAC) was proposed in Spring 2023 after ongoing interaction between the General Education Committee (GEC) and the General Education Assessment Committee (GEAC) committees and as a result of the findings of the AY 22-23 General Education Program Five Year Review.
 - i. Prior to this date, the GEC was established by the Bylaws of the University Curriculum Committee (UCC) and activated by passage of the Final General Education Proposal in April 2010. GEAC was also established in April 2010 by the passage of the same document, all as proposed by the General Education Task Force.
- b. After seeking updates, revisions, and amendments from the University Curriculum Committee (UCC), the APSCUF-KU Representative Council, and discussing the proposal with the University Senate 10/5/2023, the final proposal was presented and was passed by:
 - i. UCC on 9/28/2023
 - ii. APSCUF-KU Rep Council 5/11/2023
- c. These Bylaws incorporate rules, regulations, routing procedures, and processes previously followed by GEC and GEAC.
 - i. These regulations were all previously approved by the Bylaws of UCC (as approved by both UCC and APSCUF-KU) and by the 2018 General Education Plan
- d. No part of these Bylaws shall contravene anything contained in the UCC Bylaws.
- e. In order to be implemented, these Bylaws must be passed by two-thirds (8) of the membership.

II. PURPOSE

- a. The primary role of the General Education Program and Assessment Committee (GEPAC) shall be to implement and oversee all portions of general education at KU. These roles include:
 - i. making recommendations to the University Curriculum Committee (UCC) about new and existing courses to be included in the general education curriculum;
 - ii. working with the Office of Assessment, the Division of Academic Affairs, the Dean's Council, 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;

- iii. Updating and maintaining the website for the General Education Program and Assessment Committee meant for all audiences including faculty, staff, current students, future students, and other community members.
- b. If major structural changes to the General Education program are needed, it will inform UCC, Senate, and APSCUF. No further action shall be taken without the consent of UCC.
- c. Should the GEPAC recommend that any structural changes be made to the General Education program, for example, changes to the numbers of required General Education credits or the composition of content areas, such recommendation must be endorsed by majority vote in the UCC, University Senate and APSCUF-KU Representative Council. All three bodies must approve the recommended changes before they are implemented.ⁱ
- d. The GEPAC shall coordinate implementation of changes to the General Education program. In the event that a faculty member from outside the GEPAC is appointed to transition to a newly revised general education model, the duties of the GEPAC and coordinator shall be clearly established before the implementation process begins.
- e. The GEPAC will retain its authority over the approval of courses and the process of approving courses for the General Education program.
- f. The GEPAC shall work with the offices of student affairs and FYE Director to improve the first-year seminar classes and General Education program.

III. MEMBERSHIP

- a. GEPAC shall be made up of 16 members, 11/12 voting and 4/5 non-voting.
 - i. Voting Members (11/12 - depending on the status of Assessment Fellow)
 1. Four (4) faculty, one from each college, selected by the following bodies in order of preference:
 - a. college curriculum committee
 - b. college assessment committee
 - c. college Dean
 - d. These faculty, without regard to how they are selected (see items a-c):
 - i. May be announced as early as November 1 of the AY prior to the beginning of their work on the committee (i.e., members elected in November will begin serving the following August).
 - ii. Must be announced before the end of the AY prior to beginning of their work on the committee (i.e., members must be selected before the end of the May contract period so they can begin service three months later in August).

2. Five (5) at-large and one (1) non-instructional elected faculty
 - a. Elections conducted by the APSCUF Nominations and Elections Committee (or the current electing body for campus committees) for at-large members shall be completed and announced by November 1 of the AY prior to the beginning of their work on the committee (i.e., members elected in November will begin serving the following August).
3. One (1) Assessment Fellow
 - a. If the fellow is a faculty member, they will be a voting member of the committee. If the assessment fellow is not a member of faculty, they will sit on the committee ex officio
4. Associate Vice President for Accreditation, Assessment and Curriculum, or other Provost designee
- ii. Ex Officio (non-voting) members (4/5 - depending on the status of Assessment Fellow
 1. Academic Dean
 2. Undergraduate Student
 3. FYS Faculty Fellow
 4. CMP Coordinator
- iii. Membership Term – 2 years – with staggered terms such that the committee will not wholly turn over in any given AY or election cycle.
- iv. Ongoing clerical support is provided by the Office of the Provost
- b. In its first year of effectiveness, the committee may function with a modified number of committee members, adjust membership terms of any member including all Chairs, and otherwise adapt to the situation such that staggered terms are established and all interested previously appointed members of GEC and GEAC may continue to serve GEPAC.

IV. EXECUTIVE COMMITTEE

- a. Composition
 - i. The Executive Committee shall consist of four officers:
 1. A One (1) Chairperson, who receives 3 LHE course release per semester;
 2. Two (2) Vice Chairpersons, who each receives 3 LHE course release per semester;
 3. One (1) Secretary.

- ii. The Executive Committee shall be elected from the voting faculty members of the committee (see subsections 1 and 2 under “voting members” in section III).
- iii. The term of office for each of the three Chairs will be two years. The vice chairs will be elected on alternate years in order to stagger terms.
 - 1. This structure, with staggered terms and multiple roles, is a means of succession planning and leadership development in training future faculty leaders while also adequately managing the work at hand.
 - 2. The open Chair/Vice Chair position/s shall be filled by elections completed and announced by December 1 of the AY prior to the beginning of their work on the committee (i.e., executive committee members elected in December will begin serving the following August).
 - a. This date is after elected at-large members are announced on November 1 so that incoming members may run for elected positions.
 - b. Additionally, this timing helps assure the course release offered for leadership of this committee does not disrupt department operations.
 - 3. The Secretary position shall be filled by election at the first meeting of every academic year

V. DUTIES

- a. The Chairperson shall conduct all meetings, communicate committee business with the University community at-large, oversee the preparation of agendas and distribution of proposals, serve as an *ex officio* member of the UCC and otherwise represent the GEPAC in University affairs as appropriate.
- b. In the event of the Chairpersons absence, the Vice Chairpersons assume all Chair responsibilities. The Vice Chairs may be appointed as Chair representative by the Chair in the event of a known absence or may decide among themselves which will assume responsibility.
- c. The Vice Chairs shall, additionally, manage a specific part of the committee’s work each year. For example, leading assessment data gathering and analysis, leading major projects such as Five-Year Program Reviews, other Accreditation work, or additional major projects as may arise. These roles will be determined in conversation as an Executive Board.
- d. The Chair or one of the Vice Chairs will sit on AAC.
- e. The Secretary is to stand in in the event clerical support is not available and to help provide confirmation and clarification of official meeting minutes.

- f. By September 15 of each year, the Executive Committee shall notify the four colleges and APSCUF-KU (or the current electing body for campus committees) of any vacancies for the following academic year.

VI. TERMS OF OFFICE

- a. Each of the Chairs will serve a two-year term.
- b. The Secretary is elected to a one-year term
- c. There is a two consecutive term limit across elected positions
- d. An officer may be removed from office by a vote of two-thirds (8) votes of the voting members.
- e. In the event of an unexpected vacancy on the Executive Committee, an election shall be held as soon as possible for the remainder of the unexpired term.
- f. Appointed and elected terms for members are also two years, to be staggered such that the committee does not turn over in whole at any given time.

VII. MEETINGS

- a. Meetings shall be held on the third Thursday and fourth Tuesday of every month of the academic year during the University 11am free period. The meeting schedule will be made available to the campus community through the GEPAC website.
 - i. The first of these monthly meetings will privilege the review of curricular proposals (should they be available).
 - ii. The second meeting will be held for:
 - 1. Continuation of proposal review;
 - 2. All committee business (as needed);
 - 3. Subcommittee work group time to meet and accomplish assigned tasks.
 - a. Subcommittees and working groups may also establish additional times as needed
- b. A quorum of two-thirds (8 persons) of the voting membership shall be required to conduct official business.
- c. The final meeting of the academic year will be used to plan and identify priorities for the upcoming academic year unless otherwise stated.
- d. A meeting may be held prior to the start of the Academic Year as needed.
- e. Executive Committee members may hold additional meetings for working, planning, and other purposes as needed.
- f. *Robert's Rules of order, Revised* shall govern GEPAC proceedings in all cases where applicable.

VIII. VOTING

- a. The ten (10) faculty members, the Assessment fellow (if they are faculty), and the Provost's designee shall have full voting rights.

- b. Members who need to be absent from a meeting may send a substitute (from the same constituency), who shall have full voting rights.
- c. Members have a responsibility to attend all meetings. If a member cannot fulfill the duties of a committee member, it is the member's duty to resign, so that another member may be chosen.
- d. If a member misses more than half of the scheduled meetings without sending a substitute or being recorded as excused from the meeting, that member will be considered to have resigned by the GEPAC and a replacement will be requested from the appointing body as indicated in the membership section.
- e. 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.
- f. Proxy votes shall not be permitted.
- g. Unless specified otherwise, proposals and other voting matters will be decided by a simple majority of those present and voting at a meeting.
- h. At the discretion of the Chairperson, votes may be conducted electronically via e-mail, in which case a majority (6) of the voting membership shall be required to approve a proposal.

IX. AGENDA

- a. The agenda shall be prepared by the Chairperson, assisted by clerical support, and distributed to committee members, or made available via the digital document sharing platform, at least one week before the meeting when possible.
- b. The agenda shall consist of the following items in order of priority.
 - i. General announcements by the Chairperson.
 - ii. Matters considered by the Chairperson to be of an emergency nature.
 - iii. Procedural matters (including election of officers when required).
 - iv. Approval of Minutes.
 - v. Old Business including tabled proposals.
 - vi. New Business.
 - vii. Proposals from the GEPAC itself.
 - viii. Proposals from the four colleges, arranged by college on a rotating basis.
 - ix. Proposals from individual departments or interdisciplinary programs, arranged by college on a rotating basis.
 - x. Other proposals.
- c. To be included on the agenda, proposals must be received at least one week in advance of the meeting. Proposals received after that date may be included at the discretion of the Executive Committee.

X. ROUTING OF PROPOSALS FOR INCLUSION IN GENERAL EDUCATION

- a. All proposals for consideration by the GEPAC are required to be uploaded to the document sharing site (currently D2L) at least one week before the meeting. These dates will be made available on the GEPAC website.

- b. Proposals involving existing courses shall be routed directly to the GEPAC before being uploaded to the UCC document sharing site.
- c. Proposals involving new courses must first be approved by the respective department chair as well as the college's curriculum committee before uploaded to the GEPAC's document sharing site.
- d. All proposals shall be required to contain a UCC cover sheet (with appropriate signatures), primary syllabus, and supporting material as determined by the GEPAC. Documentation of these requirements shall be posted on the GEPAC document sharing site and website.
- e. In all cases, all proposal materials are expected to be in a clean electronic format. As of Spring 2024 UCC no longer accepts documents that have been printed, scanned, copied, written on, and submitted in a degraded, non-fillable format. GEPAC maintains this same expectation. Documents should be clean, easily readable, fully digital, and capable of receiving electronic signatures.
- f. College representatives shall be responsible for ensuring only clean electronic documents are submitted.
- g. College representatives shall be responsible for checking the proposals on the document sharing site for completeness and accuracy before they are considered at a GEPAC meeting.
- h. Proposals from interdisciplinary programs shall be screened for completeness, appropriateness, etc. by a GEPAC Vice-Chairperson after they are uploaded to the document sharing site.ⁱⁱ
- i. Any other proposals shall be screened for completeness, appropriateness, etc., by the GEPAC Chairperson.
- j. Proposals that have been tabled either by the submitter or GEPAC committee will be added back to the agenda as requested by the appropriate body.
- k. Proposals that have been sent back for revision must be re-submitted in whole to the GEPAC document sharing site.
- l. Approved proposals will receive the Chairs signature and be returned to the original submitter along with their College representative to GEPAC. It is the responsibility of the submitter to ensure the proposal is then properly routed to the UCC document sharing site.

XI. ASSESSMENT

- a. The GEPAC shall annually interpret assessment data, and based on these interpretations, make recommendations to UCC, Division of Academic Affairs, and the faculty on the improvement of the General Education Program.
- b. The annual report will be made available to the Vice President of Academic Affairs, UCC, Academic Assessment Council, APSCUF, the Strategic Planning and Resources Committee, and ChairNet. After review, the report will be publicly available on the Office of Assessment's website.
- c. Reports submitted by or to the GEPAC, 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 process.

- d. The GEPAC may use data from the assessment process to provide feedback to faculty members, department chairs, departments, and Deans, to assist in better aligning a course with SLO rubric measures, with General Education categories, and with student assignments to improve assessment outcomes.
- e. GEPAC will periodically assess course fit within the General Education program through a recertification process.

XII. SUPPORT SERVICES

- a. Support Services for the GEPAC shall include but are not limited to:
 - i. One quarter reassigned time each semester for the GEPAC faculty Chairperson.
 - ii. One quarter reassigned time each semester for both GEPAC Vice Chairpersons.
 - iii. Additional reassigned time may be given if the Chair is charged with implementing a new general education program.
 - iv. University clerical support to expedite GEPAC business.

XIII. AMENDMENT OF BYLAWS

- a. These Bylaws may be amended at any time with an affirmative vote by two-thirds (8) of the voting membership of the GEPAC, insofar as such changes are not in conflict with UCC Bylaws.

Updated: Spring 2024

ⁱ The University Curriculum Committee will retain its currently vested authority to execute changes to specific elements of the General Education curriculum, included but not limited to changes in course number, title, or prefix; changes to course description, syllabi, or credit hours, and the authorization of new courses to carry General Education credits.

ⁱⁱ Interdisciplinary programs including Women, Gender, and Sexuality Studies, International Studies, Multicultural Studies, First Year Seminar, the Honors Program etc., not housed in any one department or college, but rather administered jointly by a Special Program Committee.