

Last amended 3 May 2013

Operating Bylaws
General Education Council
Marshall University

Preamble

The members of the General Education Council at Marshall University, consistent with the goals set forth by of the Office of Academic Affairs, are desirous of establishing an operating framework in which collective decision making and collegiality will be enhanced, and do hereby adopt these Committee Bylaws this 5th day of October, 2012.

I. Duties

- A. Determine the general education requirements for Marshall University undergraduates.
 - 1. Review and recommend changes to the definitions of the Core Domains for undergraduate education.
 - 2. Review and recommend changes to the definitions of Critical Thinking (CT), Multicultural (MC), and International (INTL) courses.
 - 3. Review and recommend changes to the characteristics of FYS courses.
 - 4. Determine whether courses meet the requirements for CT, MC, and INTL designations.
 - a) These designations shall also be approved by the full Council for special topics courses. However, upon approval, they will be sent directly to the Registrar. University Curriculum Committee approval is not needed for special topics courses. [Added by amendment on May 3, 2013.]
 - 5. Provide a publicly available list of courses which have been approved for CT, MC, and INTL designation.
 - 6. Provide publicly available instructions for requesting CT, MC, and/or INTL designation.
- B. Provide publicly available minutes of each Council meeting within two weeks of minutes being approved.
- C. Forward Council recommendations to appropriate Faculty Senate Committees in a timely manner.

II. Membership

- A. Voting membership shall consist of a representative from Faculty Senate, a representative from the libraries, a member from the Honors College, and up to two members from each of the other undergraduate academic colleges.
 - 1. If in the event of college realignment more than two members of the newly formed college exist on the General Education Council, those members may continue to serve until their terms expire. [Added by amendment on May 3, 2013.]

- B. Voting members shall be determined by appointment by the administration of the various academic units. Terms shall be of length four years, with staggered appointments every two years. Members may serve consecutive terms.
- C. Ex-officio members shall consist of the Vice President of Academic Affairs, the Director of the Center for Teaching and Learning, and the Director of Assessment.
- D. Members who are absent from Council meetings, without pre-arranging proxies as outlined below, for two meetings during an academic year may be replaced by their academic unit administration, if requested by the Council chairs.

III. Chairmen

- A. There may be two co-chairs, who will divide the administrative duties of the Council as they see fit.
- B. The initial chair(s) shall be selected by the Academic Affairs Office.
- C. Future chair vacancies shall be selected by the council members, subject to the approval of the Vice President for Academic Affairs.
- D. The co-chairs shall serve two-year terms. One co-chair shall be elected each year in order to preserve continuity, with nomination in April and election in May. [Added by amendment on April 5, 2013.]

IV. Meetings

- A. The Council shall meet at least monthly during the academic year, unless no business has been presented.
- B. The location and time of the meetings are to be determined by the co-chairs, in consultation with Council members.

V. Voting

- A. Primary voting shall be *viva voce* (by voice). If the voice vote is inconclusive, a vote by show of hands may be called.
- B. In some situations, a vote by secret ballot is preferred. A co-chair, or one-fifth of the members present, may request this.
- C. Votes by proxy must be supported by signed release.

- D. Electronic voting will be allowed, if agreed to by at least 50% of the Council membership. The timeframe for electronic voting, including a deadline for registering one's vote, will be established by the Council chairs.

VI. Amendments

- A. Anyone wanting a change in the Bylaws must give at least two weeks' notice to every voting member of the Council by e-mail, phone message, or in writing.
- B. Amendments will be discussed and voted on at a Council meeting. A simple majority is needed to approve an amendment.

VII. Statement of conflict with the *Greenbook*

In the event any provision herein is in conflict with the *Greenbook*, the *Greenbook* shall be construed as controlling.