BYLAWS OF THE GENERAL EDUCATION COMMITTEE
WAYNE STATE COLLEGE

Article I. Name

The name of this committee is the General Education Committee of Wayne State College at Wayne, Nebraska.

Article II. Purpose and Functions

Section 1. Purpose
The purpose of the General Education Committee is to review, assess, and monitor all aspects of the General Education program and make recommendations and proposals for change.

Section 2. Functions
A. Review and approve all general education course and catalog changes.
B. Recommend operating policies and procedures to govern the general education program.
C. Recommend criteria and procedures for implementation of curricular requirements for the general education program.
D. Oversee the assessment of the general education program and its course offerings.

Article III. Membership

Section 1. Composition
A. One member shall be elected to represent each department, one-half of which are elected each year by the appropriate department for two-year terms.
B. Members must be full-time faculty from one of the academic departments on the WSC campus.
C. Members cannot have adjunct, terminal appointment, or administrator status.

Article IV. Meetings

Section 1. Meetings
The committee will meet at least once per semester (Fall and Spring) during the academic year. Additional meetings may be called by the Chairperson as needed, or by a majority of the members, provided that three working days’ notice is given prior to the called meeting.

Section 2. Quorum
A majority of members shall constitute a quorum.

Section 3. Voting
A. All members listed in Article III, Section 1, are eligible to vote on committee agenda items.
B. All issues of policy and procedure shall be roll call votes.
C. Proxy votes are permitted when prior notice is provided to the committee chairperson in writing or via e-mail communication.

Section 4. Distribution of minutes
A. President
B. Vice President for Academic Affairs
C. General Education Committee
D. College Deans
E. Registrar
Section 4. Chairperson

A. The chairperson will be elected by a majority vote at the beginning of the fall term.
B. The chairperson is to be a full participant in debate with the same voting rights as other committee members.
C. The chairperson will conduct meetings according to Roberts Rules of Order.
D. The chairperson is responsible for documentation of all business conducted by the committee. A member of the General Education Committee may be appointed to record the minutes of the meeting.
E. The chairperson will call regular meetings as needed, provide an agenda in a timely manner prior to meetings, and solicit member input regarding agenda items prior to scheduled meetings.

Article V. Proposals

A. Proposals from academic departments must be signed by the appropriate department chair and school dean.
B. All proposals must be received by the committee chairperson at least five (5) days prior to a scheduled meeting in order to be placed on the agenda.
C. Fifteen (15) hard copies of all proposals shall be sent to the chairperson for distribution and filing.
D. All academic proposals will have two readings. The first vote will move the proposal from “new business” to “old business”. On approval of the second reading, the proposal will be forwarded to the Academic Policies Committee. All second readings will be recorded as roll call votes.
E. Proposals must be accompanied by appropriate assessment information.

Article V. Amendment of Bylaws

A. These bylaws can be amended at any business meeting by a two-thirds vote of the Committee.

September 5, 2003