

# GENERAL EDUCATION COMMITTEE

BY-LAWS

Saddleback College

## Approved:

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**The General Education Committee is a sub-committee of the Curriculum Committee.**

1. COMMITTEE RESPONSIBILITIES
	1. Review of general education requirements for compliance with state standards
	2. Review and approval of courses for the local general education pattern
	3. Recommendations on the presentation of general education requirements in the catalog.
2. GENERAL EDUCATION COMMITTEE VOTING MEMBERS

The voting membership of the General Education Committee shall include:

* 1. One representative, elected by their respective areas from the instructional divisions of:
		1. Advanced Technology and Applied Science
		2. Economic & Workforce Development and Business Science
		3. Community Education, Emeritus Institute, and K-12 Partnerships
		4. Fine Arts and Media Technology
		5. Health Sciences and Human Services
		6. Liberal Arts
		7. Mathematics, Science, and Engineering
		8. Kinesiology and Athletics
		9. Social and Behavioral Sciences
	2. Additional voting member shall include: One representative from Counseling Services
	3. If instructional divisions are added, deleted, or reconfigured, the updates will supersede the list provided in II.A.
	4. Instructional divisions will be defined as a division that offers at least one state approved program.
	5. In the event of a tie vote, discussion will be re-opened, followed by a second vote. If the tie persists, the General Education Committee Chairs shall cast the deciding votes.
1. GENERAL EDUCATION COMMITTEE NON-VOTING MEMBERS
	1. General Education Committee Co-Chairs- Articulation Officer and Curriculum Committee Chair(s)
	2. The following shall be considered standing advisory positions on the General Education Committee:
		1. Articulation Officer-1
		2. Curriculum Chair or Co-Chairs-1/2
		3. Instructional Deans-2, at least one of whom oversees CTE programs within their division
		4. Vice President of Instruction -1

1. INDIVIDUAL GENERAL EDUCATION COMMITTEE MEMBER’S RESPONSIBILITIES
	1. Attend meetings as scheduled
		1. Provide an alternate if they will not be able to attend
		2. Notify the Academic Senate if a permanent replacement is needed
	2. Review and approve minutes and agenda
	3. Review and recommend approval of GE area course proposals using criteria defined in Appendix A (approved separately)
	4. Participate in resolving divisional concerns between presentation of GE area course proposals and the first and second readings
	5. Stay current with Saddleback college policies and procedures for curriculum development
	6. Communicate general education topics to their constituent areas including, but not limited to:
		1. General education process and procedures
		2. General education dates and deadlines
		3. Resource location and access
		4. Topics of specific concern or interest to their division faculty
2. GENERAL EDUCATION COMMITTEE CHAIRPERSONS RESPONSIBILITIES
	1. Philosophical Duties, the chairpersons shall:
		1. Provide leadership among instructional areas
		2. Provide leadership in the development and planning of a local general education pattern
		3. Oversee the updating of courses to meet general education criteria
	2. Maintenance Duties, the chairpersons shall:
		1. Develop and maintain familiarity with curriculum standards, regulations, policies, and procedures specific to general education
		2. Attend local and state curriculum meetings as circumstances are deemed appropriate and necessary including regional curriculum trainings, and annual curriculum institute.
		3. Plan and organize General Education training
		4. Provide orientation and ongoing training for General Education Committee Members
	3. Selection Procedures: the co-chairpersons of the General Education Committee are the Articulation Officer and the Curriculum Committee Chair(s)
3. GENERAL EDUCATION COMMITTEE MEETINGPROCEDURES
	1. Quorum: The meeting shall be called to order and action items addressed when a quorum exists. A quorum is 50% of the approved voting membership, plus one.
	2. Jurisdiction: The General Education Committee may, by majority vote, accept, reject, or request modifications to courses proposed for a specific GE category
	3. Approval Procedures: GE course proposals may be approved in the following ways:
		1. Full Review: Items shall come for Information and then Action at the following meeting. All approved items will then go to Curriculum Committee before being submitted to Academic Senate for consent.
		2. By-Law Revision: Any amendment to the bylaws can be recommended to the Academic Senate for approval.
4. GENERAL EDUCATION COMMITTEE AGENDA
	1. The General Education Committee agenda shall be posted in compliance with the Brown Act.
	2. The General Education Committee agenda shall include a list of curricular issues requiring discussion and a vote of the committee.
	3. The Curriculum Committee agenda shall also include a listing of proposals for new and modified courses for first and second reading.
	4. The Curriculum Committee agenda shall also include a listing of proposals for new and modified programs and certificates.
	5. The agenda shall also include a listing of courses/certificates/programs proposed for deactivation.
5. GENERAL EDUCATION COMMITTEE MINUTES
	1. The Curriculum Committee minutes should include:
		1. Members present or absent at each meeting
		2. Date of the meeting
		3. Time the meeting began and ended
		4. Information items
		5. Synopsis of discussion about each topic; a fine balance needs to be struck between being concise and providing enough detail about the topic to be useful upon review
		6. Motions made, seconded, and action taken
	2. The officially approved minutes shall be maintained in a log on the Curriculum Committee website and posted on SharePoint under Curriculum.