**OFFICIAL**

Policy and Procedure Statement 1.12 General Education Council

Review Cycle: Feb. 1, E3Y (20 paragraphs)

Review Date: Feb. 1, 2018

Reviewer: Assistant Vice President

 for Academic Services

**PURPOSE**

1. This Policy and Procedure Statement establishes the General Education Council (GEC) and outlines the GEC’s charge and the procedures for membership and meetings.

**CHARGE**

2. The Southern Association of Colleges and Schools, Commission on Colleges mandates that universities will provide a general education program of at least 30 hours for baccalaureate degrees. The State of Texas has assigned the oversight responsibility of the Texas General Education Core Curriculum (GECC) to the Texas Higher Education Coordinating Board (THECB). In guidelines adopted in 1998 and 1999, and most recently revised for Fall 2014, the THECB developed the broad categories for the GECC and established a core curriculum of 42 semester credit hours. Within these broad parameters, each institution of higher education is charged with developing an institutionally appropriate GECC. At Texas State University, development of recommendations for the institutional GECC is the responsibility of the GEC, which represents the faculty, departmental or school administrators, and students. The core curriculum should be dynamic, reflecting changes in thinking and society while still honoring the tradition of a liberal education. The GEC is tasked with assessing the content and policies of instruction university-wide in order to ensure that Texas State students achieve the intellectual skills and knowledge that will prepare them for private, public and professional lives.

3. The GEC, in cooperation with the Assistant Vice President for Academic Services (AVPAS), will consider curriculum and/or policy recommendations (e.g., changes in the structure or definitions of the primary components of Texas State's GECC).

4. The GEC will forward its recommendations, along with a written statement of AVPAS’ evaluation, to the Provost and Vice President for Academic Affairs. Within 60 days, the Provost will take appropriate action and communicate such to the GEC through the AVPAS.

5. The GEC will be listed in the Roster of Councils, Committees, and Teams.

**STRUCTURE**

6. The GEC will consist of two elected faculty representatives from each academic college; two department chairs/school directors; two undergraduate students; an ex-officio, non-voting academic advisor; and the ex-officio, non-voting Chair of the University Curriculum Committee (UCC) when this faculty member is not an elected GEC member. The GEC will consist of 19-20 members, 18 of whom are voting. The AVPAS will be the non-voting Chair of the GEC.

**TERMS OF OFFICE**

7. The college and department chair/school director representatives will serve staggered three-year terms.

8. The student representatives, the ex-officio, non-voting academic advisor, and the non-elected Chair of the UCC will serve one-year terms.

**SELECTION OF MEMBERS**

9. The faculty representatives will be tenured voting faculty\* (excluding chairs/directors), or senior lecturers who have been elected directly by voting faculty\* from their colleges. Each college will elect two representatives and two alternates. In order to ensure the broadest faculty representation, only one faculty representative will come from any one department/school. The alternates are exempted from this restriction. No faculty member can be elected from a department/school with a chair/director representative. [\*as defined in the Faculty Constitution]

10. Each spring the AVPAS will notify each college dean about GEC vacancies for the next academic year. The appropriate college deans will elect or re-elect representatives to replace faculty representatives whose terms expire. Each college will convey the results of its election to the faculty member and the AVPAS. The AVPAS will report the changes to the committee membership for inclusion in the Roster of Councils, Committees, and Teams.

11. The two chair/director representatives will be selected in a process administered by the Chair of the Council of Chairs. No chair/director can be selected if the academic department already has a faculty representative on the GEC.

12. The Vice President for Student Affairs, with the advice of the President of Student Government, will select the undergraduate student representatives, and the Dean of University College will select the ex-officio, non-voting academic advisor from the undergraduate advisors.

13. If the Chair of the UCC is not an elected member of the GEC, this faculty member will serve as an ex-officio, non-voting member, serving as a liaison between the GEC and the UCC.

**PROCEDURES**

14. The GEC will meet regularly each long semester on Monday afternoons from 3:30 p.m. to 5:00 p.m. An agenda will be prepared and published by the AVPAS. Formal recommendations will be circulated to the GEC at least one week prior to the scheduled meeting.

15. Standard parliamentary procedures will be honored. The GEC must have a quorum of nine voting members to conduct business. A simple majority will carry an issue.

16. Regular attendance is expected of all representatives or their designated alternates. If a representative or alternate is unable to attend, a proxy may be designated by the representative in consultation with the appropriate dean or the Chair of the Council of Chairs. The AVPAS will be notified that a proxy will attend. The proxy will be furnished with appropriate materials for the meeting and will be a voting member for that meeting.

17. All meetings, except those dealing with personnel issues, will be open.

18. Departments/schools must prepare a formal request, including appropriate GEC documentation, in order for the GEC to consider an existing or a new course for inclusion in the GEC. If a new course is not recommended for inclusion in the GECC, the department/school may still propose the course to the UCC, but the course will not be approved for the GECC without recommendation by the GEC.

19. The GEC has responsibility for the review and audit of all courses identified as part of the Texas State University GECC. The GEC may require that departments/schools discuss the results of assessment, and the GEC may recommend that a course be removed from the GECC. THE AVPAS will communicate the results of the review and audit process to the appropriate departments/schools.

**CERTIFICATION STATEMENT**

20. This PPS has been approved by the reviewer listed below and represents Texas State's Division of Academic Affairs policy and procedure from the date of this document until superceded.

Review Cycle: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Review Date: \_\_\_\_\_\_\_\_\_\_

Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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