

**CHARTER OF THE GENERAL EDUCATION COMMITTEE**  
**(Final approved by Faculty Senate 4-24-20)**

PREAMBLE

The General Education Committee (GEC), a standing committee of the Academic Senate, provides oversight of the General Education (GE) program, which includes working with faculty and staff to ensure that Hawai'i Community College (Hawai'i CC) offers a comprehensive, accessible, and dynamic general education curriculum that is aligned with institutional learning outcomes. The GEC provides oversight through management and review of the designation of GE courses for Associate of Arts and Associate of Science degree programs.

**ARTICLE I: Name**

The name of the organization will be known as the General Education Committee, abbreviated "GEC."

**ARTICLE II: Purpose, Function, and Responsibilities**

The GEC manages information, procedures, and requirements for proposing courses for the GE program; conducts regular review of criteria and updates application material, as needed.

The GEC notifies appropriate Division/Department Chairs of upcoming deadline(s) for renewal.

The GEC Chair serves as the liaison for Hawai'i CC with the UH System General Education Foundation/Diversification Board and communicates updates and changes to Hawai'i CC's GE program.

**ARTICLE III: Composition of Membership**

Members need not be tenured, although they should be a Board of Regents (BOR) faculty appointment (i.e. lecturers are not eligible to serve). A department or division chair is ineligible to serve as a voting member. Unless otherwise stipulated, the term of service shall be two (2) years. There is no limit on terms served for committee members. If a vacancy in regular membership occurs, the Chair will request for a volunteer from the respective division/department. Each respective division/department will submit the name of their selected representative. The ten (10) voting members include:

- ❑ One (1) member from each of the following eight (8) areas:

- Applied Technical Education (ATE)
- Business Education and Technology (BEaT)/Hospitality
- English
- Humanities
- Math
- Natural Sciences
- Nursing and Allied Health
- Social Sciences/Public Services
- One (1) General Student Services Support (GSSS) member
- One (1) Academic Support member
- One (1) Institutional Assessment Coordinator (ex-officio)

#### **ARTICLE IV: Member Duties**

Committee member duties include consulting with their constituencies on committee activities, evaluating applications, and facilitating, assisting, and supporting faculty through the general education course designation process. Regular attendance at meetings is imperative of each committee member as quorum is needed to conduct business. Members who are unable to consistently attend the designated meeting times should reconsider their appointment to the GEC.

#### **ARTICLE V: Chair**

##### Section I- Election

Before the final Academic Senate meeting of an academic year, the GEC will put forth the name of a willing candidate to the Executive Committee of the Academic Senate as a recommended nominee for the Chair position. The Executive Committee can also provide an alternative nomination for the Chair position from the Academic Senate membership.

##### Section II- Term

The Chair of the GEC will serve a term of two (2) years. An incumbent Chair may be nominated and elected for a second consecutive term. The Chair will serve no more than two (2) full consecutive terms. To run again, the nominee must continue to meet all membership requirements of the GEC. If no GEC member is willing to serve as Chair, and the incumbent Chair has already served the maximum of two (2) consecutive 2-year terms, the incumbent may serve an additional 2-year term upon approval of the GEC and Academic Senate.

### Section III- Duties

The Chair will serve as the liaison to the UH System Foundation/Diversification Board, as well as manage incoming applications, prepare meeting agendas, update the GE website, and provide monthly reports to the Academic Senate. The GEC Chair, near the end of their term, must train his/her replacement to maintain continuity. The Chair may delegate responsibilities, such as assisting with finalizing and maintaining records once applications have been approved, providing notifications to Division/Department Chairs on upcoming deadlines, facilitating recruitment of committee members each year, and other duties, if needed.

The GEC reserves the right to request reassigned time, or other form of comparable compensation, for the Chair in high workload situations.

### **ARTICLE VI: Meetings**

Meetings will occur at least once per month. More meetings may be scheduled by the Chair, particularly during periods of proposal review.

### **ARTICLE VII: Voting**

#### Section I- Chair

The Chair is a non-voting member, except when a vote is required to break a tie, in which case the Chair will be allowed to vote. The Chair can also be counted in making quorum should not enough voting members be present during a meeting. If the GEC member from the Chair's department is unable to attend a meeting, the Chair may vote on behalf of his/her department.

#### Section II- Quorum

In determining if a course is suitable for GE designation, a majority (i.e. minimum of 6 votes) of the committee's voting members constitute a quorum.

#### Section III- Method

Voting need not be by secret ballot, unless specifically requested. A committee member who has proposed an application for consideration by the GEC must recuse him/herself during the respective vote.

If any meeting is unable to obtain quorum, voting on meeting business may be done by electronic ballot.

## **ARTICLE VIII: Application for General Education Course Designation**

Proposals for the GE course designation must follow the GE course designation process and stated deadlines. Proposal materials must be submitted both electronically and in paper form to the Chair and/or designee. All submissions become the property of the GEC and will not be returned unless slated for revisions.

Proposals for GE designation will be evaluated according to the GE rubric developed by the GEC and made available to all faculty members. Proposers will be notified in a timely manner if the proposal needs revision and the Chair (or designated committee members), if requested, will assist faculty members with revisions. An archive of all committee actions will be kept by the GEC.

## **ARTICLE IX: Committee Reports and Minutes**

### Section I- Committee Reports

Regular reports will be prepared by the Chair and sent to members of the GEC and the Academic Senate Chair to be included as part of each Senate meeting agenda. The report will include: dates of meetings; membership updates; number of proposals received, if any; proposals reviewed and recommended to the Academic Senate for GE designation along with a record of the vote and issues discussed, if any; other business conducted; and dates of future meetings.

### Section II- Committee Minutes

Minutes will be kept for all GEC meetings. A rotating list of committee members will be used to facilitate this process. Minutes will be voted on for approval at subsequent meetings.

## **ARTICLE X: Amendments to the Benchmarks and Processes,**

The GEC will review the benchmarks, application process, and related documentation at least once a year. Any recommended changes would be voted on by a majority vote of the committee and would then be submitted to the Academic Senate for approval.