

## GOVERNANCE STRUCTURE: BYLAWS FOR GENERAL EDUCATION

### Article I. Membership

General Education (GE) falls under the jurisdiction of College One; all Senate faculty are members of College One <sup>1</sup> and share responsibility for General Education. The Vice-Provost and Dean of Undergraduate Education (VPDUE) is the Dean of College One.

#### A. Membership

The membership of the General Education program is the faculty of College One, which includes all members of the Academic Senate, as designated in [Merced Division Bylaw III.II.2.C](#). All Senate members are core members of the program. Non-Senate faculty are de facto affiliates of the program. This status confers the right to participate in meetings of the faculty of the GE program.

#### B. Voting Rights

With regard to matters related to the General Education program that require a campus wide vote, Senate faculty have [voting rights](#); affiliated faculty do not. Senate faculty may extend voting rights to affiliated faculty for a particular issue. A measure to extend voting rights requires approval by two-thirds of all Senate faculty via a vote.

### Article II. Program Faculty Chair

The Program Faculty Chair for General Education provides leadership and coordination for effective implementation, sustainability, and ongoing improvement of the General Education Program.

#### A. Duties of the Program Faculty Chair:

- Serve as Faculty Chair of the General Education Executive Committee (GEEC) (Article III below).
- Serve as the Faculty Assessment Organizer (FAO) by overseeing and coordinating continuous assessment and periodic program review in support of program quality.
- Recommend suggestions for improvement of the General Education program.
- Oversee students' progress through the program, including satisfaction of program requirements and the e-portfolio, in coordination with academic advisors, faculty and staff.
- Ensure sufficient and appropriate courses to meet program requirements and enrollment demand.
- Assist faculty in the development of new or revised courses to support the GE curriculum.
- Collaborate with the Center for Engaged Teaching and Learning (CETL) to ensure appropriate faculty development opportunities for General Education courses.
- Determine resource needs and administer program budget, in collaboration with the VPDUE, Undergraduate Education Management Services Officer, faculty and other entities as required.
- Represent the program in all matters to campus and external stakeholders, including the VPDUE, Undergraduate Council, School Executive Committees, Student Affairs, Enrollment Management, Office of the Registrar, undergraduate academic programs and other relevant entities.

---

<sup>1</sup> As per [Senate Bylaw III.II.2.C](#).

- Manage and respond to program-related inquiries from faculty, students, and staff.
- Oversee program communications.
- Supervise and review GE support staff, including the GE Program Coordinator.
- Other duties as assigned by the VPDUE.

B. Appointment Process

The Program Faculty Chair for the General Education program is a Senate faculty member and will be appointed by the Vice Provost and Dean for Undergraduate Education (VPDUE) in consultation with the GEEC.

C. Terms of Appointment:

The term of appointment for the Program Faculty Chair for General Education is three years. The Program Faculty Chair shall serve no more than two consecutive terms, with consideration for renewed eligibility two years after the conclusion of a second consecutive term.

### Article III: Committees

The Program Faculty Chair administers the program with the support of the Executive Committee. Unless otherwise stipulated herein, member roles are defined in the [Academic Senate's Guides to Membership and Executive Session](#).

A. Executive Committee

1. Charge

The Executive Committee represents the program faculty and advises the Chair on all matters of program and policy. This includes recommending to the faculty any revisions to the General Education mission, learning outcomes, policies, and program requirements. It is specifically charged with executing the responsibilities outlined in bullets a-i below.

- Review and recommend GE designations for courses and co-curricular activities for approval and removal by UGC.
- Review and approve Spark seminar proposals.
- Monitor, review and advise on the GE curriculum, including recommending curricular revisions.
- Monitor, review and advise on the e-portfolio.
- Monitor, review and advise on program resources.
- Monitor, review and advise on the implementation of the GE program.
- Assist the Chair with assessment and program review.
- Advise the Chair on student petitions.
- Consult with others as appropriate in carrying out these duties.

2. Membership and Consultants

- Members of the Executive Committee include:
  - The Faculty Chair of the Program (ex-officio, voting member)
  - Two Senate faculty representatives from each of the schools of Engineering; Natural Sciences; and Social Sciences, Humanities & Arts <sup>2</sup> (voting members)

---

<sup>2</sup> As new schools are added at UC Merced, more Senate faculty representatives may be added.

- Two at-large Non-Senate faculty members from different Schools <sup>3</sup> (voting members)
- The Director of the Merritt Writing Program (ex-officio, non-voting member)
- The Coordinator of the General Education Program (ex-officio, non-voting member)
- A representative from Student Affairs (non-voting member)
- An undergraduate student (non-voting member)

- b. Consultants, as needed, including but not limited to:
- Undergraduate Academic Advising in the Schools
  - Curriculum Managers in the Schools
  - University and School Assessment Staff
  - Bobcat Advising
  - The Library
  - Information Technology
  - Registrar's Office
  - Institutional Research and Decision Support

### 3. Voting

A majority vote is necessary for approval of proposed actions.

### B. Subcommittees or Ad-hoc Committees

The Executive Committee may establish subcommittees or ad-hoc committees as is necessary to meet its responsibilities.

### C. Appointment Processes

#### 1. Executive Committee

Members of the Executive Committee are appointed as follows:

- Senate Faculty (excluding the Program Faculty Chair) are appointed by the School Executive Committees.
- Non-Senate faculty are appointed by the Program Faculty Chair following solicitation of nominees from the appropriate UC Merced institutional body representing academic interests of Non-Senate faculty. <sup>4</sup>
- The Student Affairs representative is appointed by the Vice Chancellor for Student Affairs.
- The undergraduate student representative is appointed by the Program Faculty Chair following solicitation of nominees from the Associated Students of UC Merced (ASUCM).

---

<sup>3</sup> The Merritt Writing Program (MWP) is expected to transition in summer of 2020 to administration under the School of Social Sciences, Humanities and Arts (SSHA). Until that time, one Non-Senate Faculty member should be drawn from either the MWP or SSHA, with the second coming from one of the remaining schools.

<sup>4</sup> This is currently the University Council–American Federation of Teachers but may change to the Non-Senate Academic Council in the near future.

2. Subcommittees or Ad-hoc Committees

Members of subcommittees or ad-hoc committees are appointed by the Faculty Chair of the GE Executive Committee in consultation with the GEEC.

D. Terms of Appointment

Executive Committee members who are not ex-officio members (excluding the student representative) are appointed each year for two years, in staggered terms, for the period beginning on the first day of the Fall Semester. <sup>5</sup> The student representative serves for one year. Members of subcommittees or ad-hoc committees are appointed for the time period stipulated by the Program Faculty Chair in consultation with the GEEC.

E. Quorum

For the Executive Committee, and any sub-committee or ad-hoc committee, a minimum of 50 percent of the voting members must be present (in person or via remote conference) to conduct committee business.

**Article IV. Voting and Quorum**

- I. All votes on matters that must go before the faculty of the General Education program (such as revisions to the General Education mission, learning outcomes, policies, and program requirements, see Article III.A.1) will be put to the Senate faculty as a whole and conducted electronically. The approval of all items pertaining to the General Education Program requires approval by a majority of those casting a ballot (excluding abstentions).
- II. Revisions to the General Education Bylaws (*i.e.*, this document) require approval by two-thirds of those casting a ballot (excluding abstentions).
- III. Electronic voting will be administered by the General Education Program. The ballot must be open at least seven calendar days prior to closing.

---

<sup>5</sup> Upon approval of these by-laws, current members will continue to serve with adjustments to implement staggered terms.