GENERAL EDUCATION COMMITTEE OPERATING PROCEDURES

Version 1.0a

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Middle Tennessee State University
TABLE OF CONTENTS

1.0 INTRODUCTION ............................................................................................................. 1
   1.1 Document Purpose ............................................................................................... 1
   1.2 Authority ........................................................................................................... 1
   1.3 Scope ................................................................................................................. 1
   1.4 References ....................................................................................................... 1

2.0 COMMITTEE MEMBERSHIP ...................................................................................... 2
   2.1 Regular members .......................................................................................... 2
   2.2 Ex-officio Members .................................................................................... 2

3.0 CONDUCT OF GENERAL EDUCATION COMMITTEE MEETINGS .................. 3

4.0 VOTING PROCEDURES & REQUIREMENTS ......................................................... 4
   4.1 Quorum ........................................................................................................... 4
   4.2 Use of Secret Ballot ...................................................................................... 4
   4.3 In Absentia Voting ........................................................................................ 4
   4.4 Proxy Voting .................................................................................................. 4
   4.5 Required Majority ......................................................................................... 4
   4.6 General Education Program Changes ......................................................... 4
## RECORD OF CHANGES

<table>
<thead>
<tr>
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1.0 INTRODUCTION

1.1 Document Purpose
The General Education Committee Operating Procedures establishes the practices that the Middle Tennessee State University General Education Committee (hereafter “UGEC”) shall use when conducting all of its official business functions.

1.2 Authority
These procedures are specifically authorized by Section III.D of Reference (1) – see section 1.4 below.

1.3 Scope
The procedures set forth in this document apply to any and all formal business conducted by the UGEC. They shall be adhered to by all members of the UGEC and by any members of the University community at large who have cause to bring a matter before the Committee.

1.4 References
This document has been prepared in accordance with the guidance and requirements set forth in the following references:

1) MTSU Policy 32 – University Committees

2) Robert’s Rules of Order (found online at www.rulesonline.com)
2.0 COMMITTEE MEMBERSHIP

2.1 Regular members
Per Section IV.A.7.e of Reference (1) [MTSU Policy 32], the UGEC consists of twenty regular members – 18 from the faculty and 2 student members.

Note: From Section III of Reference (1) The chairperson of every committee will be a tenured or tenure-track faculty member with no more than 40% administrative workload unless otherwise specified within this policy [MTSU policy 32].

2.2 Ex-officio Members
Section IV.A.7.f(5) of Reference (1) specifically identifies five ex officio members of the GEC: the Director of General Education, the Vice Provost for Academic Programs, the Assistant Vice Provost for Institutional Effectiveness, a dean recommended by the Deans’ Council, and a department chair, recommended by the Chairs’ Council.

Section IV.A.7.f(5) of Reference (1) does not, however, preclude the appointment of additional ex officio members, if the GEC desires their inclusion.

Section III.C of Reference (1) defines ex officio members of University committees, such as the GEC, as non-voting members.

2.3 Expectations of Members
Participation in the UGEC requires considerable professional judgment and responsibility as well as a dedication to the best interests of Middle Tennessee State University. Membership carries with it a direct charge to act in the best interests of the University community and to maintain open and full communication with the Faculty. When a member is absent without evidence of just cause for two consecutive regularly scheduled committee meetings, the Recording Secretary will inform the General Education Director of the absences. If after investigation just cause has not been provided, the General Education Director will recommend to the UGEC that the seat be declared vacant. Such vacancies, and all other vacancies owing to death, resignation, or other causes, shall be filled for the duration of the unexpired term as expeditiously as possible, according to the provisions of these operational procedures.
3.0 CONDUCT OF GENERAL EDUCATION COMMITTEE MEETINGS

In general, UGEC meetings will be conducted in accordance with the guidance set forth in Reference (2) [Roberts Rules of Order].

If, however, any aspect of the guidance established by Reference (2) conflicts with the official MTSU policies and procedures set forth in Reference (1) or elsewhere, University requirements take precedence.
4.0 VOTING PROCEDURES & REQUIREMENTS

4.1 General Voting Procedures
The following procedures and requirements will be observed with regard to voting for all action of the UGEC.

4.1.1 Quorum
At a meeting of the UGEC, a quorum must be present to conduct a vote on any of the items set forth in the committee charge.

The UGEC defines a quorum as more than half of its voting membership. Therefore, given that there are twenty regular members, a quorum is normally 11 voting members. If, however, there are vacancies among the voting membership, the required number for a quorum may be less than 11.

Ex officio members are not counted when determining a quorum.

4.1.2 Use of Secret Ballot
Secret ballot will be used to conduct a vote if any one voting member requests to do so.

4.1.3 In Absentia Voting
Voting members who are unable to attend a UGEC meeting where a vote is conducted may not cast a vote in absentia.

4.1.4 Virtual Attendance & Voting
Remote/virtual attendance of UGEC meetings is permitted. Voting during remote/virtual attendance is allowed.

4.1.5 Proxy Voting
Proxy voting is not permissible in the UGEC.

4.2 General Education Program Changes
4.2.1 Program Change
The following actions are considered to be a “program change” and must adhere to the voting requirements stipulated in Section IV.A.7.f(3) of Reference (1), and specified further in section 4.2.2 of this document.

- New course proposals
- Course removal
- Any change to the program structure: for example a change in categories or the addition or subtraction of program elements
- Changes to assessment structure and learning outcomes
Course title changes

4.2.2 Voting procedures for General education

Section IV.A.7.f(3) of Reference (1) establishes the voting requirements for changes to MTSU’s General Education program. The policy dictates the following steps:

1) Simple majority of the UGEC is required to move proposals forward to the period of community comment.

2) The period of public comment shall be not less than two weeks.

3) A two-thirds majority of the entire voting membership is required to recommend program changes for implementation.

4.3 Not Program Change

The following modifications do not rise to the level of a program change and therefore will only require a simple majority for approval (see Section 4.5 above)

- Awarding of the general education teaching award
- Receiving of assessment reports
- Any other business not related to program change