


UNIVERSITY-LEVEL COMMITTEE/COUNCIL DATA SHEET

University of Louisiana at Monroe

Committee/Council Name:	General Education Committee		
Committee Type:	<input checked="" type="checkbox"/> Standing	<input type="checkbox"/> Ad Hoc	
Reports to:	Vice President for Academic Affairs		
Term/Date formed:	2010-2011		
Membership (Describe in general terms who should serve on the committee/council): Total = 11			
<i>Faculty Senate Member(s):</i>	1 Faculty Senator		
<i>Staff Senate Member(s):</i>	N/A		
<i>Faculty/Staff Members:</i>	CAES-3; CAES-Dean or Associate Dean; CBSS-1; CHS-1; CPY-1; VPIS-1 (Executive Director of University Planning & Analysis); VPAA-1 (Director of Assessment and Evaluation)		
<i>Student Members:</i>	1 recommended by SGA		
<i>Ex Officio Members:</i>	N/A		
Officers (Describe in general terms who should serve as officers):			
<i>Chair:</i>	Dean, College of Arts, Education, and Sciences or the Dean will appoint Associate Dean to serve.		
<i>Co- or Vice-Chair:</i>	N/A		
<i>Secretary:</i>	Elected from the committee members		
Charge (Describe the charge or purpose of the committee/council):			
The General Education Committee is responsible for the quality of the core curriculum through (1) oversight of the program's requirements and criteria and (2) the assessment of intended student learning for continuous improvement. The committee refers any recommended revisions in the core curriculum to the University Curriculum Committee for approval and recommendation to the VPAA.			
Rotation Rules (List the rules that govern how committee/council membership changes with time):			
The committee will consist of three permanent members, six members who will rotate off after serving a 3-year term, one Faculty Senate representative who will rotate off when their term as a Faculty Senator ends, and 1 student member who will rotate off at graduation or when replaced by new SGA recommendation. The permanent members are: Director of Assessment and Evaluation, Executive Director of University Planning & Analysis, and Dean or Associate Dean of the College of Arts, Education, and Sciences.			
Duties of Members (Describe the duties expected of each committee member)			
<i>Chair:</i>	The chairperson will convene the committee as needed to fulfill its charge, establish an agenda for each meeting, oversee each committee meeting, form subcommittees and delegate responsibilities as needed to fulfill the committee's mission, annually evaluate committee member performance, and make recommendations for membership. The chairperson will also maintain a file that includes: a statement of the charter of the committee; the approved minutes of each committee meeting; the annual report of the committee; and documents, correspondence, data and other information that might be of continuing value to the committee. Also, the chairperson shall forward committee records to the new committee chair when a new one is appointed.		
<i>Co- or Vice-Chair:</i>	N/A		
<i>Secretary:</i>	Maintain minutes of committee meetings, distribute minutes to committee members, and distribute approved minutes for posting on appropriate web site.		
<i>Faculty Senate Member(s):</i>	Represent the Faculty Senate at all committee meetings, report committee actions to the Faculty Senate, and participate in committee responsibilities.		
<i>Staff Senate Member(s):</i>	N/A		
<i>Faculty/Staff Members:</i>	Participate in committee responsibilities		
<i>Student Members:</i>	Represent the SGA at all committee meetings, serve as liaison for the student body, and participate in committee responsibilities.		
<i>Ex Officio Members:</i>	Represent the office that they hold and participate in all committee responsibilities.		
Last updated	<input checked="" type="checkbox"/>	Date: <u>9-18-18</u> Fall 2018	Signature:  Chair
Last reviewed	<input checked="" type="checkbox"/>		

SEP 18 2018