

Laura Martin

From: Michelle Greenwood
Sent: Thursday, September 26, 2019 12:01 PM
To: Thomas Hansford; Robin DeLugan; Jay Sharping; Christopher Viney
Cc: Laura Martin; Fatima Paul; Jack Vevea; Susan Amussen; Boaz Ilan; Erik Menke; Abbas Ghassemi; Catherine Keske; Derek Sollberger; Paul Gibbons; Brian O'Bruba; Michelle Toconis; Valerie Leppert; GE Chair; UCM GE; Michelle Greenwood
Subject: General Education By-Laws Senate Consultation Request
Attachments: 09.26.19 FINAL Draft Proposed Permanent GE Governance Structure.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

****Sent on behalf of General Education Chair Valerie Leppert****

Dear Academic Senate Chair Hansford,

On behalf of the General Education Executive Committee (GEEC), please find attached a draft version of the proposed permanent by-laws for the General Education (GE) Program approved by the faculty in 2017. The GE Program has been governed under a set of interim by-laws that will expire in December of this year. Following extensive deliberation, we are proposing to adopt the interim by-laws as permanent, with some modifications that remove outdated information, clarify the roles of the GEEC Chair and Members, and change the current requirement of a two-thirds vote of approval for revisions to the GE Program. We would particularly appreciate feedback from Undergraduate Council and the Committee on Rules and Elections on the proposed permanent by-laws. A response no later than October 31, 2019, would be most appreciated, as it will allow us to proceed with plans for an early November vote of the faculty.

Thank you so much for your help, and all the Senate's leadership and staff, in getting us to this point.

Sincerely,
Valerie Leppert
Program Chair
General Education

Draft Proposed Permanent Governance Structure for General Education

I. BACKGROUND

A new General Education (GE) program for the Merced campus was adopted in 2017, after three years of planning and in response to concerns raised during review of the previous GE program, conducted in preparation for campus WASC re-accreditation. The new GE program is now in Year 2 and has been operated under a set of *interim* by-laws that place its governance under the General Education Executive Committee (GEEC). The GEEC *interim* by-laws, as per the Senate Chair's communication of August 6, 2018, were approved by the school executive committees, Undergraduate Council (UGC), the General Education Subcommittee of UGC (GESc) and Divisional Council (DivCo).^{1 2} They expire December, 2019, and the Senate faculty are being asked to vote in November to adopt them as permanent by-laws, with some revisions, in order to enable continued faculty oversight of General Education. If they are not adopted, GE governance would default to the College One Executive Committee (COEC), with GE administration directly by the Vice-Provost and Dean of Undergraduate Education. The COEC has not been convened for over a decade, so an election of members would have to be held as per [College One Senate by-laws](#).

Revisions to the proposed GEEC by-laws remove information pertinent to the GESc, which no longer exists, clarify the roles of the GEEC Chair and Members, and change the current requirement of a two-thirds vote of approval for changes to the GE program. Input on the latter is particularly important. **Feedback is requested by October 31 from UGC, the Committee on Rules and Elections (CRE) and DivCo** to inform final improvements prior to the November vote. **The feedback of individual faculty members is being requested by October 14** through a survey link distributed via email.

GEEC members will also be consulting with their school executive committees and departments over the coming month. Members appointed by the School Executive Committees are Susan Amussen (SSHA), Abbas Ghassemi (SOE), Boaz Ilan (SNS), Catherine Keske (SOE), Erik Menke (SNS) and Jack Vevea (SSHA). Paul Gibbons represents the Merritt Writing Program (MWP), and Derek Sollberger and Michelle Toconis represent Unit 18 Lecturers.

Important Points

- The UC Regents place responsibility in the faculty for “providing a broad general education, emphasizing humanistic values and intellectual breadth and including the required study of science, technology, social sciences, the arts and humanities.” (Regents Policy 2107) [Regents Policy 2107](#).
- The vote is on a permanent governance structure for the GE program approved by faculty in 2017.
- The GEEC is addressing concerns raised by some faculty about the current program, such as:
 - Spark Seminar Cost
 - Writing in the Disciplines
 - Writing Support for Spark Seminar
 - Spark STEM Faculty Engagement
 - Complexity of the Program
 - An AAC&U consultant has been engaged this academic year to advise on assessment and implementation of the program.
- A permanent governance structure will facilitate future program improvements.

¹ A history of development of the program can be found at the [GE Program Website](#).

² The interim by-laws approval notification of August 6, 2018 may be found at [Interim By-laws Approval](#).

II. GOVERNANCE STRUCTURE FOR GENERAL EDUCATION

Article I. Membership

General Education (GE) falls under the jurisdiction of College One; all Senate faculty are members of College One³ 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 Chair

The Program 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 Chair:

- Serve as 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.

³ 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 Chair for the General Education program 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 Chair for General Education is three years.

Article III: Committees

The Program 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

a. Members of the Executive Committee include:

- The Chair of the Program (ex-officio, voting member)
- Two Senate faculty representatives from each School (voting members)
- Two at-large Non-Senate faculty members (these two share one vote)
- 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

The Executive Committee has nine voting members (eight votes in total, with the two non-Senate faculty sharing a vote) and four non-voting members, as indicated above. A simple majority vote is necessary for approval of proposed actions.⁴

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 are appointed by the School Executive Committees.
- Non-Senate Faculty are appointed by the Program Chair following solicitation of nominees from the appropriate UC Merced institutional body representing academic interests of Non-Senate faculty. This is currently the University Council–American Federation of Teachers, but is anticipated to change to the Non-Senate Academic Council in the near future.
- The Student Affairs representative is appointed by the Vice Chancellor for Student Affairs.
- The undergraduate student representative is appointed by the Program Chair following solicitation of nominees from the Associated Students of UC Merced (ASUCM).

2. Subcommittees or Ad-hoc Committees

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

D. Terms of Appointment

Executive Committee members are appointed each year for two years, in staggered terms, for the period beginning on the first day of the Fall Semester. Members of subcommittees or ad-hoc committees are appointed for the time period stipulated by the Program Chair in consultation with the GEEC. The student representative serves for one year.

E. Quorum

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

⁴ As new schools with undergraduate programs are added at UC Merced, the by-laws will need to be changed so that they are represented.

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 at least 60% of those casting a ballot (excluding abstentions).
- II. Revisions to the General Education By-Laws (*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.