

GECC BYLAWS

ARTICLE I. MISSION, PURPOSE, & PRIVILEGES

1.1 MISSION STATEMENT

The primary responsibility of the GECC is ongoing evaluation and assessment of the appropriateness and effectiveness of the general education requirements and criteria. The GECC acts as an advocate for general education, proposes revisions to its requirements and criteria, reviews GE course proposals, and ensures that all general education requirements are feasible within campus constraints, Arizona Western College policies, and legislative actions.

ARTICLE II. STRUCTURE & COMPOSITION

2.1 MEMBERS

The General Education curriculum will be overseen by a General Education Curriculum Committee (GECC), a standing committee comprised of faculty and staff. The GECC shall report to the Curriculum Committee. Membership on the GECC will be determined by respective Divisions and Programs and include:

One to three faculty members from Science, Math, Wellness Division

One to three faculty members from Liberal Arts Division

One to three faculty members from Business, Education, Social & Behavioral Sciences Division

One faculty/staff member representing the Student Success Center

One faculty/staff member representing the Curriculum Committee

One faculty, at-large, with assessment expertise

One faculty/staff from Advising, as an ex officio member

One to two Associate Deans representing Instructional areas, as ex officio members

The Director of Assessment, Program Review, Curriculum & Articulation, as an ex-officio member

2.1.1 PARTICIPATION

Members are expected to take an active role in GECC functions and to assume the responsibilities described herein. Every effort will be made to encourage membership participation from all AWC campus locations.

2.3 OFFICERS

The GECC will elect members for the following GECC Offices: Chair, Vice Chair, Secretary.

ARTICLE III. ELECTION OF OFFICERS

3.1 ELECTION PROCEDURES

The election process will be under the direction of an Ex-Officio and outgoing Chair.

Representatives conducting the election process are ineligible to run for any officer positions.

In the event that both the Ex-Officio and Chair are nominees for an office, the election process must be conducted by other GECC members.

3.2 NOMINATIONS

Candidate nominations from current GECC membership will be accepted during the first two weeks of March, and shall be accepted in writing via email. Election representatives will seek nominations [see 3.1]. Self-nominations will be accepted.

3.3 FILLING OF OFFICE VACANCIES

In the event of an office vacancy, any member can nominate a fellow GECC member or themselves to fill the vacant position. New offices, adjustments, or vacancies that need to be filled during non-regular election periods will be appointed by the present GECC Officers until the end of the term.

3.4 VOTING

Voting ballot forms will be sent out via email during the third week in March, with votes accepted through the fourth week of March. Those persons receiving the most votes in the elective process are considered duly elected to represent the constituency. If the individual that received the most votes declines his/her elective position, the next individual receiving the most votes will be contacted to serve. Ties will be settled with voting from those members present in the first GECC meeting in April. If only one nomination is received for an office vacancy that person will be duly elected.

3.5 ELECTION VERIFICATION

The Election representatives will verify all ballots once voting has closed, and shall tabulate the votes and announce the official election results at the first April meeting.

3.6 RESIGNATION

Resigning Officers shall notify the GECC membership in writing prior to his/her resignation.

ARTICLE IV. OFFICER

4.1 CHAIR

The GECC Chair is responsible for establishing meeting agendas, for approving all correspondence before dissemination to the Members and Electorate, and for presiding at all regular and/or special GECC meetings. The Chair oversees special sub- or ad hoc-committees as directed by GECC action. The Chair will perform other duties as may be deemed necessary and appropriate by the GECC Members. The Chair's term of office is two years.

4.2 VICE CHAIR

The Vice Chair presides over any meetings or events the Chair is unable to attend and serves in his/her stead as the official GECC representative thereof; the Vice Chair performs other duties and functions as may be deemed necessary and appropriate by the GECC Members. The Vice Chair's term of office is two years.

4.3 SECRETARY

The Secretary is responsible for the creation, dissemination, and maintenance of GECC meeting minutes and other records; all correspondence requires the Chair's approval prior to its distribution. The Secretary maintains a current list of the GECC members, which shall be available to any AWC employee upon his/her request. The Secretary will perform other duties as may be deemed necessary and appropriate by the GECC Members. The Secretary's term of office is one year.

4.4 EX - OFFICIO

The Ex-Officio shall be the past Chair. The Ex-Officio will serve as a mentor to the elected Chair. The Ex-Officio does not need to comply with the officer attendance policy in Article 5, Section 5.1.1. The Ex-Officio's term of office is one year

ARTICLE V. COMMITTEE ACTIONS

5.1 MEETINGS

The GECC shall meet the 4th Wednesday of each month, 3-4pm. Special meetings may be called by the Chair or by petition.

5.1.1 ATTENDANCE POLICY

GECC members accept the responsibility for carrying out the goals of the GECC, and meeting attendance is part of that responsibility. If a member will be absent from a meeting, written notice should be submitted to the Chair and Vice Chair before the meeting date (email suffices as a written notice).

GECC Member expectations include but are not limited to:

- Active voting membership so as not to impede quorum
- Participation in all aspects of GE assessment
- Review and Award of Student Showcase scholarships

If a GECC member is aware that they are unable meet the attendance and participation policy stated above, he or she should resign from the position.

5.2 VOTING, QUORUM

When voting is necessary, it will be conducted during regularly scheduled meetings. Quorum must be met in order to conduct all voting. Quorum is 51% of active membership (excluding open positions).

5.3 AMENDMENTS

Any member may propose amendments to the Bylaws. An amendment shall be considered adopted if approved by a two-third majority of GECC Members present.

5.4 BYLAW REVIEW

The GECC Bylaws shall be reviewed every two years with updates and revisions to be completed by the end of each academic year (spring) that ends with an odd number. Changes to the existing Bylaws will be effective the first day of start-up week of the following academic year.

ARTICLE VI. SUB-COMMITTEE

6.1 STUDENT SHOWCASE

A sub-committee of GECC members and non-members shall convene ad-hoc each January to organize all aspects of the annual Student Showcase, typically held at the end of the spring semester.