

**BYLAWS OF THE
GENERAL STUDIES COUNCIL**
(ADOPTED NOVEMBER 17, 1993)

Article I. Name

This organization shall be known as the ASU General Studies Council (abbreviated GSC).

Article II. Purpose

The GSC is a standing committee created by the Faculty Senate in 1985 as the decision-making council for the implementation and development of the comprehensive General Studies program of courses required of all ASU undergraduate students. The Council, which is advisory to the University Provost and University Senate, prepares and maintains the General Studies list of courses for ASU, published in the annual catalog, and the semester schedule of classes for use by students, advisors and faculty. These publications contain General Studies requirements and approved program courses.

The GSC approves and disapproves proposals for courses to be added to or deleted from the ASU General Studies list, and it undertakes reviews of listed courses on a regular basis to assure their continued adherence to approved General Studies criteria.

Article III. Membership

Section 1. Eligibility

- a. Any ASU faculty member or academic professional is eligible to be a member of the GSC. At least 3/4 of the membership must be faculty or academic professional members.
 - 1) The membership of the GSC should represent the diversity of the colleges, schools and campuses at ASU.
 - 2) These members shall be nominated by the dean of each college or school and may be selected from a list based on the annual preference poll conducted by the Committee on Committees. Members are formally appointed by the Provost.
- b. The Director of Transfer Systems Development.
- c. Academic advisor(s) elected by the Council of Academic Advisors (CAA) at the invitation of the GSC.
- d. The president of the Academic Senate is an ex officio member.

- e. Maricopa County Community College District (MCCCD) representative(s) appointed by MCCCD at the invitation of ASU.
- f. A student representative appointed annually by ASASU.
- g. The Coordinator(s) of the GSC.

Section 2. Terms

The GSC has approximately 25 members serving three-year terms staggered so that approximately 1/3 of the members are replaced or reappointed annually. Generally, members may serve no more than two consecutive three-year terms. Exceptions include the MCCCD representative(s), whose term is determined by MCCCD, the Director of Transfer Systems Development and the GSC coordinator(s), whose positions or appointments are determined by the Office of the University Provost.

Section 3. Representation

Insofar as it is possible, the membership of the GSC shall represent the ASU colleges and schools with undergraduate programs in proportion to their undergraduate enrollments.

Article IV. Officers

Section 1. Number of Officers

The officers of the GSC shall be a Chair, a Vice Chair, a Coordinator and the Director of Transfer Systems Development.

Section 2. Designation of Officers

The Chair of the GSC shall be elected by the members of the GSC from among the membership.

The Vice Chair of the GSC shall be chosen from among the GSC membership. Any GSC committee member interested in the position of Vice Chair may volunteer. If more than one committee member volunteers, an election will be held.

The Coordinator is a university position within the Office of the University Provost.

The Director of Transfer Systems Development is a university position within the Office of the University Provost.

Section 3. Election Timing

The election of the Chair shall be held no later than May 1. A Vice Chair shall also be appointed by no later than May 1.

Section 4. Term of Office

The GSC Chair is elected to a two-year term (which can be renewed for an additional consecutive term). The Chair shall be elected during the spring semester of the second year of an incumbent Chair's term. The Chair-elect assumes the office of Chair at the beginning of the following academic year. The term length for the Vice Chair is also two years.

Section 5. Removal from Office

Removal of the Chair from office requires a 2/3 majority of the GSC membership.

Article V. Meetings

Section 1. Regular Meetings

Meetings shall be held monthly or at least four times each semester, at a location and a time designated by the Chair.

Members will receive an agenda at least five business days in advance of regularly scheduled meetings.

Section 2. Other Meetings

Meetings other than the regular meetings of the GSC may be called by the Chair as necessary. The Chair must call a meeting within two weeks of receiving a written request signed by 5 members of the GSC. Members will be notified of the meeting and will receive an agenda at least 4 days in advance.

Section 3. Quorum

Fifty percent of the membership in residence shall constitute a quorum for the conduct of business. The Chair, the Vice Chair or the chair's delegate must be present. Any member may request a vote by mail on any issue to be decided by the GSC.

Section 4. Records

Minutes of the meetings shall be taken by the Coordinator of the GSC, and these minutes will be available to all members in advance of the next meeting.

The official records of GSC meetings and other official documents shall be kept on the GSC website.

Section 5. Attendance

GSC members are expected to attend all REGULAR and other ad hoc meetings of the GSC. The minutes of each meeting will record the names of those members present, excused and unexcused. If a member accumulates THREE unexcused absences during a single academic year, his or her place will be considered vacated. An absence is considered unexcused if the GSC member does not notify the GSC coordinator regarding the absence and also does not submit feedback regarding the courses submitted to his or her subcommittee.

Article VI. Duties of the GSC Officers

Section 1. Duties of the Chair:

- a. Presides at meetings of the GSC.
- b. Appoints members of standing committees.
- c. Appoints members and chairs of ad hoc committees.
- d. Prepares an annual report of GSC activities for the Office of the University Provost.
- e. Serves as ex-officio member of standing committees.
- f. Together with the Coordinator, provides a list of GSC vacancies to the Office of the Provost and the Committee on Committees by February 15.
- g. Annually informs unit heads about GSC policies and procedures.

Section 2. Duties of the Vice Chair:

- a. Assists Chair with duties as needed.

Section 3. Duties of the Coordinator:

- a. Serves as liaison between the GSC and the Office of the University Provost.
- b. Coordinates GSC activities with the *ASU General Catalog* and *Schedule of Classes*.
- c. Together with the Chair, prepares a list of vacant positions on the GSC to be transmitted to the Office of the University Provost and the Committee on Committees.
- d. Oversees Mandatory reviews of courses on the GSC list.
- e. Reports curriculum changes affecting courses on the GSC list to the appropriate area committee chairs.

- Section 4. Duties of the Director of Transfer Systems Development:
- a. Directs and develops academic articulation programs and policies between GSC and ASU transfer partners.
 - b. Serves as liaison between the GSC and the Arizona public and tribal community colleges.
 - c. Publishes general studies articulation agreements in appropriate ASU and statewide online venues and data systems.
 - d. Oversees mandatory review of Arizona public community college courses approved by GSC.
 - e. Reports and processes ASU and Arizona public community college curriculum changes affecting the ASU articulation agreements.
 - f. Serves as ASU representative to the MCCCCD District Curriculum Committee.

Article VII. Committees

Section 1. Standing Committees

The standing committees of the GSC are:

- a. A Nominating Committee consisting of at least three members of the GSC proposes the GSC candidate(s) for the office of Chair, during the spring semester of the 2nd year of the incumbent Chair's term. The GSC Chair is an ex officio member.
- b. Core and awareness subcommittees, each consisting of 3-5 members of the GSC, are appointed by the Chair at the beginning of the academic year.

All Council members serve on at least one and no more than two subcommittees. Appointment to a subcommittee is concurrent with the member's appointment to the GSC. Each subcommittee selects its own chair annually. Each subcommittee is responsible for reviewing course proposals for the area under its jurisdiction; for reviewing area criteria and objectives and recommending modifications to the GSC; for carrying out the GSC policies and procedures relating to the areas under its jurisdiction. Each semester, subcommittees should coordinate their activities with meetings of the GSC and establish a program with priorities and deadlines. At the end of the academic year, the GSC will prepare a summary of its activities for the year and suggest goals and tasks for the

following year. This report will be submitted to the chair and incorporated in the annual report to the Provost. The core and awareness area committees are:

- 1) Literacy & Critical Inquiry (L)
- 2) Mathematical Studies (MA and CS)
- 3) Humanities, Arts and Design (HU)
- 4) Social-Behavioral Sciences (SB)
- 5) Natural Sciences (SQ and SG)
- 6) Cultural Diversity in the United States (C)
- 7) Global Awareness (G)
- 8) Historical Awareness (H)

Section 2. Ad Hoc Committees

The Chair will appoint members and chairs of ad hoc committees as needed to conduct GSC business. Ad hoc committees may include persons from the ASU community who are not members of the GSC.

Article VIII. Parliamentary Authority

All meetings of the GSC shall be governed by the rules set forth in the current edition of Robert's Rules of Order Newly Revised.

Article IX. Amendments

These bylaws may be amended at any meeting by an affirmative vote of a 2/3 majority of the membership. The substance of any amendment shall have been in the hands of each member at least three weeks prior to the vote.