

BYLAWS OF THE LIBERAL ARTS COUNCIL
(As amended March 8, 2007)

The Liberal Arts Council is a representative faculty council that is established to represent and to act on behalf of the faculty in the governance of the University's general education programs. The Council is responsible to the Assistant Vice President for Undergraduate Studies, who is charged with the overall administration and direction of the Core.

Article I

Membership

The Liberal Arts Council will consist of the following:

A. Members of the Liberal Arts Council

1. Voting members shall consist of the chairs of the Core Curriculum Committees Language and Mathematics; History, Literature, and the Humanities; Philosophy and the Arts; Social and Behavioral Science; Physical and Life Sciences; and International and Multicultural Studies, one faculty member elected from each college, two additional faculty members apportioned among the colleges according to student credit hour production in the Core (college teaching 51% of the program will elect one member; a college teaching 76% will elect both members), one additional member elected by and from the Life of the Mind faculty, one undergraduate student member selected by the Student Representative Council (SRC), one member of the Undergraduate Council (UGC), selected by its membership, and one elected member of the University Libraries faculty.
2. The Assistant Vice President for Undergraduate Studies and the University's representative to the GE-25 Council shall serve as ex-officio non-voting members.
3. The term of office for elected faculty members shall be three years, with one-third to be elected each year after the first election; chairs of the Core Curriculum Committees and the UGC member shall serve for one year and may be re-elected for additional terms; and the term of office of student members shall be set by the SRC. All members shall take office on July 1 of the year elected.

B. Substitute Members

When a faculty vacancy occurs on the Liberal Arts Council, or a temporary replacement is needed for one or more semesters, the faculty as a whole of that unit shall function as a vacancy committee and shall appoint an eligible member of the voting faculty in that unit to serve as a temporary replacement or to fill the vacancy until the next regularly scheduled election, at which time a representative shall be elected in the manner prescribed for all elections to serve the remainder of the unexpired term. Liberal Arts Council members shall be responsible for appointing their own alternates, from the faculty of their represented areas, to substitute for them at individual meetings. These alternates, who must be members of the voting faculty, shall have the right to vote.

C. Quorum

Nine of the voting members shall constitute a quorum.

Article II

Officers and Duties

- A. The officers of the Liberal Arts Council shall consist of a Chair and a Vice-Chair elected by the membership of the Council at least thirty days prior to the conclusion of the spring semester. They shall take office on July 1, serve for one year, and are re-electable.
- B. Duties
 1. Chair
 - a. To preside at the meetings of the Council.
 - b. To develop the agenda.
 - c. To appoint ad hoc committees which may include persons other than Council members.

- d. To prepare an annual report of the actions of the Council for the discretionary review by the Assistant Vice President for Undergraduate Studies.
 - e. To submit other reports to the Assistant Vice President for Undergraduate Studies as needed
 - f. To serve on the Senate Academic Policies Committee and Faculty Senate as a voting member.
2. Vice-Chair
- a. To serve in the absence of the Chair.
 - b. To assist the Chair with the above responsibilities.

Article III

Parliamentary Authority

The current edition of Sturgis Standard Code of Parliamentary Procedure governs this organization in all parliamentary situations that are not provided for in the Bylaws or standing rules of the Council.

Article IV

Responsibilities

- A. To review and make recommendations concerning courses proposed for the Liberal Arts Core.
- B. To review and make recommendations concerning Core courses nominated for inclusion in gtPathways (the State's guaranteed transfer program).
- C. To recommend modifications of the Core.
- D. To develop and maintain data on the Core.
- E. To make an annual report on the status of the Core to the Assistant Vice President for Undergraduate Studies.
- F. To approve bylaws governing LAC procedures.
- G. To develop-and implement a program for assessing the Core.
- H. To carry out other duties related to the Core and the Core curriculum as assigned by the Assistant Vice President for Undergraduate Studies.
- I. To ensure that adopted bylaws are consistent with the council and board descriptions found in the Faculty Constitution 2-3-101 Preamble through 2-3-113 Approval.
- J. To submit written requests to the Faculty Senate Codification Committee to review any change in its bylaws prior to adopting such a change. Rationale for the revision must accompany the request for review. The Codification Committee will review the proposed bylaw change for consistency with the Constitution, and will send its review results to the chair of the council or board.

Article V

Procedures

- A. Procedure for Course Approval
 - 1. The course is approved by the originating unit Curriculum Committee, reviewed by the College Curriculum Committee, approved by the Director of the school housing the originating program area, and approved by the Dean of the originating unit. The dean and director shall review the courses from the perspective specified in the *University Regulations*, Part 5 Curriculum (3-3-501).

2. The course is proposed to the appropriate Core Curriculum Committee for consideration as a Core course. For each course, the following will be submitted in appropriate electronic format:
 - a. The Curriculum Review Form, including a statement showing in detail how the course meets each of the criteria specified for courses for the area of the Core for which it is being submitted.
 - b. A full-dress syllabus of record.
 - c. A bibliography must be part of the syllabus of record. The bibliography should include, where appropriate, supplementary readings, new publications relevant to the course, readings students may use for their assigned research, and, where relevant, readings that indicate the interdisciplinary or multicultural nature of the course.

If, but only if, the course is being submitted for inclusion in any of Areas 1-6 of the Core, a completed nomination form for the relevant area of gtPathways and a sample instructional syllabus must also be submitted.

3. These materials are to be sent to the office of Academic Affairs where they will be logged and dated and sent directly to the Assistant Vice President for Undergraduate Studies for distribution to the chair of the appropriate Core Curriculum Committee.
4. The Core Curriculum Committee will act on the course (a) by recommending that it be approved for inclusion in the Core, (b) by recommending that it not be approved or, as a third option, (c) by asking that more information on the course be provided.
 - a. Approval by the Core Curriculum Committee – Once the course is approved for inclusion in the Core by the Core Curriculum Committee, the course will be forwarded for review and consideration by the Liberal Arts Council. If the Council acts positively on the Committee's recommendation, the course will be forwarded to the Assistant Vice President for Undergraduate Studies. The Assistant Vice President for Undergraduate Studies shall review the courses from the perspective specified in the *University Regulations, Part 5 Curriculum (section 3-3-501)*. If either the Council or the Assistant Vice President for Undergraduate Studies does not approve the course, it will be returned to the Core Curriculum Committee with an explanation in writing why the course was not approved.
 - b. If the Core Curriculum Committee votes not to recommend a course for inclusion in the Core or wants more information, it will explain in writing to the originating unit's Curriculum Committee why the course has not been approved.

In cases in which a unit's Curriculum Committee wishes to resubmit a course with appropriate revisions and/or clarifications, the Core Curriculum Committee will reconsider it, and, if the unit's Curriculum Committee so asks, the Core Curriculum Committee will invite a representative of the unit's Curriculum Committee who can speak for the course in question.

If the Core Curriculum Committee votes a second time not to recommend a course for inclusion in the Core, the unit's Curriculum Committee may appeal to the Liberal Arts Council.

The Liberal Arts Council will automatically review all recommendations (pro or con) of the Core Curriculum Committee, with particular attention paid to courses appealed by originating units.

If the Liberal Arts Council sustains the Core Curriculum Committee's recommendation against approval, the unit's Curriculum Committee may appeal to the Assistant Vice President for Undergraduate Studies. The Assistant Vice President for Undergraduate Studies will not review courses which have not been approved by the Liberal Arts Council unless they are appealed by the unit's Curriculum Committee to the Assistant Vice President for Undergraduate Studies.

B. Procedure for Program Approval

1. Changes to the requirements or the structure of the Liberal Arts Core, or to any general education program succeeding the Core will be considered and approved by the Liberal Arts Council. Members will meet with faculty groups in open forums to explain the proposed changes and hear concerns and suggestions. The Liberal Arts

Council will approve a new or revised program, which will be sent to the Assistant Vice President for Undergraduate Studies for approval.

2. After approval by the Assistant Vice President for Undergraduate Studies, the proposed new or revised program will be forwarded to the Undergraduate Council for its information.
3. The proposed new or revised program will be forwarded to the Faculty Senate for its approval. Any change in the requirements or the structure of the general education program will be considered a major policy change and, as such, will need Faculty Senate approval.
4. After approval by the Faculty Senate, a faculty vote will be taken for final University approval.

C. Course Review Procedures

The Core Curriculum Committees of the Council will assess whether courses approved for the Core remain in accordance with the criteria specified in Article V, Section A of these Bylaws. The procedures for this course review process are as follows:

1. Each of the first four years out of the five in a five year cycle, one-fourth of all Core courses will be designated for review by the Council. Each Core instructor who is teaching a section of a course targeted for review will receive a memo from the Assistant Vice President for Undergraduate Studies at the end of the semester prior to the semester in which the course will be reviewed. (For example, a faculty member teaching a Core courses under review in Spring 2002 will receive a memo in November 2001.) This memo will describe the review process and include a copy of the appropriate Core-Area criteria, the student questionnaire, and information on Course Embedded Assessment (CEA). The fifth year in the five-year cycle will be a catch-up year used to finish reviews of any courses not reviewed in the previous four years.
2. Instructors involved in course review will receive the official review packets during the eleventh week of the review semester. Completed course review materials, consisting of a syllabus, samples of exams and/or assignments, completed evaluation response sheets, the CEA report form and accompanying rubrics will be submitted to the Office of the Assistant Vice President for Undergraduate Studies no later than one month after the grade submission deadline for the semester.
3. Materials will be reviewed by the appropriate Core Curriculum Committees. Core Curriculum Committee Chairs will make recommendations to the full Liberal Arts Council, and the Council will act on those recommendations. The Liberal Arts Council Chair will contact the relevant units' Curriculum Committees, in writing, informing them of the results. In any case in which a course fails to pass the review supportive data will be sent to the unit's Curriculum Committee, and the unit's Curriculum Committee, will share the data with the appropriate instructor. Failure to submit materials will also result in a failed review.
4. Courses failing first review are automatically scheduled for review the following year. Courses failing the second review will be deleted from the Core. To be reinstated in the Core, courses will have to be resubmitted to the Liberal Arts Council and undergo the complete Core approval process.
5. If one or more sections of an otherwise strong course fails the review process, the course will not be required to undergo a second review, but the unit's Curriculum Committee will be advised to meet with the instructor of the failed section.
6. Courses targeted for review in a given year but not taught during either semester of that year will be evaluated the next time they are taught.

Article VI

Core Curriculum Committees

- A. The Assistant Vice President of Undergraduate Studies shall, with the advice of the relevant Deans and Directors and approval by the Faculty Senate, appoint members of the faculty to six Core Curriculum Committees to aid the LAC in its work with the Core. The committees, their areas of responsibility, and their membership shall be as indicated below. Appointments shall reflect the disciplines offering courses in the relevant areas and their subdivisions.

1. Language and Mathematics: six members — responsible for the courses in Area 1 (Composition), 2 members; the courses in Area 2 (Mathematics), 2 members; and the foreign language courses in Areas 3d and 7, 2 members.
 2. History, Literature, and the Humanities: five members — responsible for the courses in Area 3b (Literature and the Humanities), 3 members, and the courses in Area 4 (History), 2 members.
 3. Philosophy and the Arts: five members — responsible for the courses in Area 3a (Arts), 3 members, and the courses in Area 3c (Ways of Thinking), 2 members.
 4. Social and Behavioral Sciences: five members — responsible for the courses in Area 5a (Economic and Political Systems), 2 members; the courses in Area 5b (Geography), 1 member; and the courses in Area 5c (Human Behavior and Social Systems), 2 members.
 5. Physical and Life Sciences: four members — responsible for the courses in Area 6, both those in the physical sciences, 3 members, and those in the life sciences, 1 member.
 6. International and Multicultural Studies: five members — responsible for the courses other than the foreign language courses in Area 7 (International Studies), 2 members, and the courses in Area 8 (Multicultural Studies) 3 members.
- B. The Core Curriculum Committees shall also be responsible for Core electives clearly falling in the areas of their disciplinary expertise. Highly interdisciplinary electives shall be distributed among the committees by the chair of the LAC.
- C. Appointments to the above committees shall be for three years and membership shall be representative of the disciplines offering courses in those areas.
- D. At least thirty days prior to the end of the spring semester each committee named above shall elect a chair from its membership. The committee chairs shall take office on July 1, serve for one year, and are re-electable. The chairs of the above committees shall be voting members of the Liberal Arts Council.

Article VII

Relationship to the Undergraduate Council

The Undergraduate Council shall elect one of its members to serve on the Liberal Arts Council. The Chair of the LAC shall send a copy of all policy recommendations to the UGC to review as to their implications for the University curriculum.

Article VIII

Relationship to the Faculty Senate

- A. Each policy recommendation made by the Council shall be forwarded to the Faculty Senate for approval, and unless vetoed by the Faculty Senate within 60 working days of its receipt, which must include three regularly scheduled meetings of the Faculty Senate, shall be deemed to have been approved by the Faculty Senate.
- B. The Chair of the Liberal Arts Council shall report to the Faculty Senate and shall submit a written summary of the Council's actions to the Faculty Senate each year before June 30.

Article IX

Secretarial Support

The Assistant Vice President for Undergraduate Studies shall provide secretarial staff and support services for the Liberal Arts Council.