

## General Education Committee Charter

**General Education Committee:** The General Education Committee promotes high quality standards in the general education curriculum to ensure student success for both A.A.S. and transfer degrees. Activities of the group include, but are not limited to, facilitating general education assessment; reviewing and evaluating revisions to criteria, descriptions, and outcomes in general education categories and courses; making recommendations to the curriculum committee; reviewing changes to courses listed on the general education lists for optimum transferability; reviewing changes to a general education component of any degree offered at YC (Yavapai College); and assisting in the planning and facilitating of Assessment Day and/or Progression Day and/or their equivalents.

**Committee Rules of Engagement:** This is a participatory Governance academic committee and will follow all procedures established by the College Council ([link to rules of engagement](#)).

**Quorum :** To establish academic primacy, faculty must hold a majority of positions on this committee. Quorum is established by a simple majority of voting members. If faculty are in the minority, the vote must be held electronically to allow more faculty participation or be postponed.

**Meeting Schedule:** The General Education Committee will meet throughout the academic year and during the summer if needed. Faculty off assignment will be paid for their attendance.

### Meetings:

- Meeting time and date are determined at the beginning of each academic year. See [Sharepoint page](#). Meeting dates and times may be adjusted due to conflicts with college events.
- Meetings are once per month, with additional meetings added if needed..
- Agendas will be distributed prior to the meeting.
- Minutes will be finalized within 2 weeks and posted on the [General Education Committee Sharepoint](#) page.

**Role of Members:** Communicate with constituents to gain feedback on General Education meeting minutes, activities, and any proposed changes. Actively participate in committee operations and projects by attending all meetings, reviewing proposals/assessment results before the meetings, reporting to representative schools, and researching trends on general education. Participate in the planning and facilitation of Assessment Day. Members may have the opportunity to attend Gen Ed-related conferences. Members may attend the AZ Transfer Summit in the spring.

**Role of Faculty Chairperson:** Meet with the ELT committee sponsor, lead projects to support the committee, distribute meeting times and agendas, facilitate the monthly meetings, review meeting notes, and distribute meeting notes in a timely manner. Attend scheduled Academic Chair meeting/s with AMP, Assessment, Curriculum, and Instruction chairs and their associated ELT committee sponsors. Work with the College's Assessment Manager on General Education assessment processes and procedures. Attend Program Review committee meetings. Participate on HLC (Higher Learning Commission) Steering Committee. Represent the college at General Education ATF (Articulation Task Forces) meetings. May attend a Gen Ed related conference (AGLS, AACU, AZ Transfer, etc.). Attend the AZ Transfer Summit.

### **Committee Membership**

- Chair (Faculty member from one of Gen Ed areas)
- Written and Oral Communication (Faculty member)
- Quantitative Reasoning (Faculty member)
- Arts & Humanities (Faculty member)
- Social & Behavioral Sciences (Faculty member)
- Natural Sciences (Faculty member)
- Institutions in the Americas (Faculty member)
- Occupational (Division 2 Faculty member)
- Occupational (Division 1 Faculty member)
- Occupational (Business Faculty member)
- Assessment Manager (Staff member)
- Student Development (Staff member)
- Advising (Staff member)
- Student Representative (Student member)
- Adjunct Faculty representative (Faculty member)

**Website link: <https://yavapaicollege.sharepoint.com/sites/YCGenEd>**

*Updated & Approved by GE Committee 9/19/2025*