



BYLAWS OF THE WKU
COLONNADE GENERAL EDUCATION
COMMITTEE

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INTRODUCTION

The Colonnade General Education Committee, hereafter referred to as the *Colonnade Committee*, or CGEC, is a standing committee of the Faculty Senate as defined in part IV-A of the Faculty Senate Charter (Charter of the Faculty Senate, October 2021). Composed of regular and advisory members representing the faculty, administration, and student body, the Colonnade Committee functions as the faculty review body to make recommendations regarding matters pertaining to the Colonnade Program. The Colonnade Committee has four types of responsibilities:

1. To make proposals to the Faculty Senate concerning the structure and content of the Colonnade General Education Program;
2. To develop and review Colonnade General Education guidelines, policies, performance standards, assessment and assessment policies - except when overseen by the Colonnade Director(s) - and course criteria;
3. To consider new courses and review existing courses proposed for the Colonnade General Education Program; and
4. To verify that courses and policies meet the established Colonnade General Education Program requirements

BYLAWS

I. NAME

The name of the body is Colonnade General Education Committee, hereafter known as the “*Colonnade Committee.*”

II. AFFILIATION

The Colonnade Committee is a standing committee of the Faculty Senate and is subject to the regulations established in the Faculty Senate Charter, Section IV-A.

III. PURPOSE

As per section IV-A of the Faculty Senate Charter, the Colonnade Committee shall have two types of responsibilities: 1) to make proposals to the Faculty Senate concerning general education policies, and 2) to review proposed courses to determine whether they meet established requirements of the Colonnade program.

IV. FUNCTIONS OF THE COLONNADE COMMITTEE

The functions of the Colonnade Committee shall be:

- A. To make proposals to the Faculty Senate concerning the structure and content of the Colonnade General Education Program;
- B. To develop and review Colonnade General Education guidelines, policies, performance standards, assessment and assessment policies - except when overseen by the Colonnade Director(s) - and course criteria;
- C. To consider new courses and review existing courses proposed for the Colonnade General Education Program; and
- D. To verify that courses and policies meet the established Colonnade General Education Program requirements

V. MEMBERSHIP OF THE COLONNADE COMMITTEE

A. COMPOSITION

The membership of the Colonnade Committee is defined by the Senate Charter. Refer to the Senate Charter for specific guidelines.

B. QUALIFICATIONS

Faculty representatives and alternates must be full-time employees of the University who hold faculty rank, instructor and above, excluding visiting professors. The student representative and their alternate must be full-time undergraduate students in good standing with at least one semester in residency at Western Kentucky University.

C. TERMS OF OFFICE

All voting representatives and alternates shall serve a two-year term from August 1 through July 31 and may be elected or appointed to successive terms of office. A rotation of terms was established to prevent all members rolling off of the committee at the same time. During the college caucuses each spring semester, new CGEC members will be elected/appointed as outlined below:

- Odd years: GFCB, LIBRARIES, PCAL, and two AT-LARGE positions

- Even years: CEBS, CHHS, OCSE, and one AT-LARGE position

1. Vacancies

- If a voting member of the Committee is absent from two regularly scheduled Committee meetings during an academic year and fails to provide an alternate, then the Chair may declare the member's position vacant.
- If the position of a senate or at-large representative is declared vacant, the respective Faculty Senate college caucus or college, as appropriate, shall hold a new election.
- If the position of an at-large representative is declared vacant, the Executive Committee of the Faculty Senate shall appoint a new at-large representative.
 - Individuals who are not Senators can serve on the Colonnade Committee if there are vacant At-Large spots.

D. OFFICERS AND THEIR FUNCTIONS

1. Chair

- The Chair, who need not be a Senator, will be elected by the Colonnade Committee from among its voting faculty members and shall preside at all meetings of the Colonnade Committee, set meeting agendas, ensure proper recording of the minutes of each meeting, create ad hoc committees as needed, and appoint members to ad hoc committees.
- The Chair shall oversee editing of Colonnade proposals, prior to their being placed on the Senate Executive Committee or CGEC agenda. Oversight may include returning proposals to the college curriculum committees for further editing and formatting revisions.
- The Chair is responsible for approvals in the Workflow on Course Leaf.
- The Chair shall continue to serve until a new chair is elected.

2. Vice Chair (Optional)

- The Vice Chair, who need not be a Senator, will be elected by the Colonnade Committee from among its voting faculty members.
- The Vice Chair shall perform all of the duties of the Chair in the absence of the Chair and shall assume other duties at the request of the Chair.

3. Recorder

- The Recorder, who need not be a member of the Colonnade Committee, will be appointed by the Chair from the faculty or staff of the University.
- If the Recorder is not a member of the Colonnade Committee, they shall not have voting privileges.
- The Recorder shall keep the minutes for all meetings and shall assume other duties at the request of the Chair.

4. Parliamentarian (Optional)

- The Parliamentarian, who need not be a member of the Colonnade Committee, will be appointed by the Chair.
- If the Parliamentarian is not a member of the Colonnade Committee, they shall not have voting privileges.
- The Parliamentarian shall ensure meetings are conducted according to standard parliamentary procedure and these Bylaws.
- If the Chair has sufficient knowledge of the current version of Sturgis' *Standard*

Code of Parliamentary Procedure, then a Parliamentarian may not be necessary.

VII. ELECTIONS

- A. Faculty Senate representatives to the Colonnade Committee (and alternates) will be elected at the college caucuses as scheduled by the Faculty Senate Executive Committee.
- B. College at-large representatives to the Colonnade Committee (and alternates) will be elected by the end of the spring semester via College/Library election.
- C. The student representative to the Colonnade Committee (and alternate) will be named by the Student Government Association prior to the August meeting of the Colonnade Committee.
- D. Refer to section V.C. for more information on terms in office, etc.

VIII. MEETINGS AND RULES OF PROCEDURE FOR THE COLONNADE AND SUBCOMMITTEES

- A. Regular meetings of the Colonnade Committee shall be held once a month during the academic year, according to the schedule set by the Chair in consultation with the committee members. Special meetings of the Colonnade Committee may be called at the discretion of the Chair.
- B. If a Colonnade Committee member or an alternate cannot attend a meeting, that representative may send any member of their college curriculum committee to the meeting.
- C. The agenda for each Colonnade Committee meeting shall be prepared by the Chair. Agenda items must be submitted to the Office of Academic Affairs according to the schedule established by the Chair.
- D. The Colonnade Committee agenda shall be made available on the website at least seven days prior to the meeting.
- E. A quorum shall consist of a simple majority of the voting members of the Colonnade Committee. Once quorum has been met, it shall be presumed for the remainder of the meeting, unless questioned by a member.
- F. Sturgis' *Standard Code of Parliamentary Procedure* shall be the parliamentary authority of the Colonnade Committee and any subcommittees formed by the membership.
- G. All meetings of the Colonnade Committee shall be open to all members of the faculty and other interested parties. Visitors shall be permitted to address the committee at the discretion of the Chair.
- H. On occasion, with consent of the membership, a vote may be conducted electronically. The conditions and requirements for conducting an electronic vote shall be specified at the time that a matter is put to a vote. If at least three members object to making a decision electronically, a meeting shall be called at a time announced by the Chair.
- I. Changes to the Bylaws of the Colonnade require a 2/3 majority vote. Changes to the proposals formats, forms, policies, guidelines, and operational procedures require a simple majority vote.