



MEMORANDUM

Academic Senate Executive Office
Los Angeles Division
3125 Murphy Hall
140801

January 9, 2008

To: Robert Gurval, Chair
General Education Governance Committee

From: Stuart Brown, Chair
Undergraduate Council

A handwritten signature in cursive script, likely belonging to Stuart Brown.

Re: Proposal to Establish the General Education Governance Committee as a Standing Committee of the UGC

On behalf of the Undergraduate Council (UGC), I am pleased to inform you that your proposal to formalize the status of the General Education Governance Committee as a standing committee of the UGC was approved at its November 16, 2007 meeting. The UGC approved the proposal with the following changes to the General Education Governance Committee Operating Procedures.

III. B. The student members shall be granted the privilege of the floor, and their votes shall be counted separately. Student members shall be appointed by the UCLA student governments, with special consideration given to student members already serving on the UGC.

VII. The foregoing operating procedures may be added to, amended, or repealed at any regular or special meeting by a simple majority vote of the Committee members present, provided notice shall have been sent to each member at least five days previous to the meeting at which the amendment is to be moved. Amendment of Operating Procedures requires approval of the Undergraduate Council.

The proposed amendment to the UGC bylaws has been forwarded to the Senate's Committee on Rules and Jurisdiction in preparation for submission to the Legislative Assembly (LGA) on February 6, 2008 for final approval.

A copy of the approved Bylaw Change and Operating Procedures is attached. The Undergraduate Council appreciates and thanks you for your efforts.

cc: Judith Smith
Lucy Blackmar
Kathleen Copenhaver
Leann Hennig
Gregory Kendrick
Judith Lacertosa
Tom Nykiel

GENERAL EDUCATION GOVERNANCE COMMITTEE OPERATING PROCEDURES

I. Authority

The General Education (GE) Governance Committee is a committee of the Undergraduate Council and advises the Undergraduate Council (UgC) and the Vice Provost for Undergraduate Education on all matters pertaining to General Education at UCLA.

II Duties

The Committee is charged by the Undergraduate Council to carry out the following duties:

- A. Defining the values and purposes of General Education at UCLA.
- B. Providing clear guidelines and procedures for the development of GE courses and their assignment to specific foundation areas of knowledge and foundational subgroups within the university's general education curricular framework.
- C. Reviewing and recommending to the UgC GE credit for all courses transmitted by the College and professional school Faculty Executive Committees to satisfy UCLA GE foundational area requirements.
- D. Reviewing and recommending to the UgC suspension or rescission of GE credit for courses found to be in noncompliance with GE principles and practices.
- E. Conducting periodic self-reviews and evaluations of UCLA's GE foundation areas and programs of instruction.

III. Membership

- A. Per Appendix XIII Bylaws, Title II: The General Education Governance Committee is appointed yearly by the Undergraduate Council Administrative Committee. It consists of 10 members: a Chair, one member from the Undergraduate Council, and eight Senate Faculty members representing each College division and the other schools that admit undergraduate students.
- B. The Undergraduate Council member of GE Governance shall represent the UgC in the committee's deliberations and apprise the Council of all GE Governance actions pertaining to UCLA's general education curriculum.
- C. Additionally, the Committee shall have two undergraduate student members. The student members shall be granted the privilege of the floor, and their votes shall be counted separately. Student members shall be appointed by the UCLA student governments, with special consideration given to student members already serving on the UgC.

IV. Terms

The appointments of the committee Chair and faculty shall be for three years, beginning on September 1st, and can be renewed by the Undergraduate Council Administrative Committee.

V. Subcommittees

- A. *Foundational Area Subcommittees:* There shall be three subcommittees that reflect the three foundational areas of the UCLA general education curriculum: *Arts and Humanities*, *Society and Culture*, and *Scientific Inquiry*. These subcommittees shall be responsible for reviewing course applications for GE credit and shall also participate in the periodic self and external reviews of their assigned foundation areas. The GE Governance Chair shall appoint committee faculty to these subcommittees on the basis of their disciplinary backgrounds and their college, school, and departmental affiliations. Resources necessary for these subcommittees to do their work will be provided by the Vice Provost for Undergraduate Education.
- B. *Review Committees:* The Chair of GE Governance is empowered to appoint *ad hoc* committees to compose the self-reviews and evaluations of the GE foundation areas and programs of instruction. The Chair of GE Governance shall also be an ex officio member of these committees. Resources necessary for these *ad hoc* committees to do their work will be provided by the Vice Provost for Undergraduate Education.

VI. Meetings

- A. The Committee shall meet at least once a quarter each academic year. The Committee shall also meet at the call of the Chair, or by petition to the Chair of at least 20% of the Committee's membership.
- B. Other instructional officers may be invited to attend Committee meetings and receive the courtesy of the floor.
- C. All meetings of the Committee are governed by procedures specified in Senate Bylaw 135D.
- D. One third of the voting members of the Committee constitutes a quorum.
- E. If no quorum is present at a scheduled meeting of the Committee, all matters on the agenda requiring a vote shall be submitted to a mail, e-mail, or an electronic online ballot no later than 10 calendar days after the scheduled date of the meeting.
- F. At the discretion of the Chair, Committee business and votes may be conducted by mail, e-mail, or online.

VII. Amendment of Operating Procedures

The foregoing operating procedures may be added to, amended, or repealed at any regular or special meeting by a simple majority vote of the Committee members present, provided notice shall have been sent to each member at least five days previous to the meeting at which the amendment is to be moved. Amendment of Operating Procedures requires approval of the Undergraduate Council.