

## **THE CONSTITUTION OF THE NORTH DAKOTA GENERAL EDUCATION COUNCIL**

The colleges and universities in the North Dakota University System and private and tribal colleges and universities do establish this General Education Constitution which shall:

- (a) identify the interests shared among faculty regarding General Education;
- (b) identify and support particular General Education interests in teaching, research, and service shared by faculty appointed to colleges and universities, hereafter referred to as institutions, with like roles and missions;
- (c) promote a continuing dialogue to compare those interests from similar institutions with those General Education interests shared by faculty appointed to institutions with differing roles and missions;
- (d) work together to promote the interests of General Education across the state at public, tribal, and private institutions;
- (e) coordinate the diverse General Education programs among these institutions and develop cooperation among these institutions, while respecting the differing missions of these institutions;
- (f) provide a forum for campuses from across the state to improve their efforts in designing, assessing, implementing, and evaluating General Education programs and teaching and learning within those programs;
- (g) assist the State Board of Higher Education and other governing bodies in their duty to improve higher education by ministering to the needs and proper development of General Education at each institution, in harmony with the best interests of the students and the people of North Dakota;
- (h) proceed in a manner which informs the System, the Board, and other governing bodies of the diversity of views on General Education issues so that they might perform their governing role for the benefit of the entire system.

### **I: NAME**

The name of this organization shall be the North Dakota General Education Council.

### **II: PURPOSE**

The purpose of the Council shall be to foster discussion and collaboration in reviewing General Education practices, assessment, and outcomes across institutions of higher learning in the state of North Dakota. Our vision of General Education is grounded in the work of the Higher Learning Commission and its "Statement on General Education" which defines General Education as being "intended to impart common knowledge and intellectual concepts to students and to develop in them the skills and attitudes that ...faculty believe every educated person should possess. From...general education a student acquires a breadth of knowledge in the areas and proficiency in the skills that...[the faculty] identifies as hallmarks of being college educated. Moreover, effective general education helps students gain competence in the exercise of independent intellectual inquiry and also stimulates their examination and understanding of personal, social, and civil values." It is the intent of the Council to help each institution ensure that all students who complete

General Education possess a common core of college-level skills and knowledge that reflects a shared experience in academic foundations and provides a basis for transferability.

### **III: MEMBERSHIP**

#### **Section A: Representatives and Alternates**

The Council membership shall consist of two representatives, at least one of which must be a faculty member from each participating public, private, and tribal campus as selected by procedures defined by and for each campus. It is suggested that both members be directly involved in the implementation of General Education on each campus.

Each campus shall also select one alternate, to serve in the absence of a representative.

It is the responsibility of each participating institution to inform the Council secretary of any changes in representatives or alternates for that institution prior to the commencement of either a summit or a business meeting of the Council.

#### **Section B: Terms**

Each voting representative shall serve a three-year term.

The term of the alternate shall be set by each individual campus.

#### **Section C: Responsibilities**

The representative members and alternates from each institution shall have full rights to discussion and deliberation.

Representatives must act as a liaison between the Council and their respective campuses.

#### **Section D: Non-voting Members**

Non-voting members of the Council shall include the Vice Chancellor for Academic Affairs, the Director of Academic Affairs, and a registrar member of the North Dakota Association of Collegiate Registrars and Admission Officers.

Non-voting members may also include one student representative selected by the North Dakota Student Association, a workforce representative invited by the Council, one representative each from the North Dakota Association of Tribal Colleges, the Department of Public Instruction, the Department of Career and Technical Education, the Council of College Faculties, and other invited ad hoc members.

### **IV: MEETINGS**

#### **Section A: Frequency of Meetings**

The Council must meet at least four times throughout the academic year. Additional meetings may be called as deemed necessary by the President of the Council or by majority vote of the members.

**Section B: Quorum**

Fifty (50) percent of the membership plus one (1) shall constitute a quorum.

**Section C: Rules**

Meetings will be conducted according to *Robert's Rules of Order*, latest edition.

**Section D: General Education Summits**

In addition to the above meetings, the Council will organize and host at least one General Education Summit per academic year. The site of the summit will be determined at least four months prior to the date of the summit. Attendance at summits will be open to any individuals from any campus with a vested interest in General Education, no matter the role they have on their individual campus. It is expected that attendees be both from among the faculty and administration of each campus. The purpose of a summit is to have the Council report on its actions and to solicit input from attendees as to how to best proceed with a common General Education agenda for the state of North Dakota. Summits may include topic specific themes, activities, speakers, and/or workshops.

**V. VOTING****Section A: Introducing Motions**

For voting purposes, proposed actions may be introduced by any member of the Council at any regularly scheduled meeting.

**Section B: Voting**

All representatives shall have the power to vote on any issue at Council meetings at which they are in attendance.

**Section C: Proxy Voting**

No proxy votes will be allowed.

**Section D: Electronic Voting**

Electronic voting may be used for remote meetings, or for Council members who are participating electronically in a face-to-face meeting. Remote meeting votes may be conducted using the chat feature.

Members may request that votes be taken by email if desired, in the same manner as a roll call vote would be requested.

The Council may hold electronic votes of the full Council on matters that require a timely decision before the next regularly scheduled meeting.

**Section E: Alternates**

An alternate may vote only in the absence of a representative from that campus.

## **VI: OFFICERS**

The elected officers shall consist of a president, a vice president, a secretary, and a treasurer/parliamentarian. Election of officers for the next academic year will occur at the final Spring meeting. The terms of office shall be for one year commencing June 1st.

### **Section A. President**

The President shall preside at Council meetings and otherwise act as the chief executive officer of the council.

### **Section B. Vice President**

The Vice President shall preside at meetings in the absence of the president.

### **Section C. Secretary**

The Secretary shall record and maintain a file of minutes of the Council meetings, distribute copies of minutes within two weeks after each meeting to all Council members, and keep a record of membership and activities of the Council.

### **Section D. Treasurer/Parliamentarian**

The Treasurer/Parliamentarian shall keep an account of any and all receipts and expenditures of the Council, ~~and~~ coordinate reimbursements, and serve as Parliamentarian.

## **VII: QUALIFICATIONS, NOMINATION AND ELECTION OF OFFICERS**

### **Section A. Qualifications**

Any voting member of the Council shall be eligible to hold any office.

### **Section B. Nominations**

Nominations shall be made at least thirty (30) days prior to the election of officers. They may be made from the floor at a previous meeting, or in written communication.

### **Section C. Election**

The election of officers will be by majority vote of the members. If more than two candidates are competing for an office, and no one receives a majority, a run-off between the top two will be held at the same meeting.

### **Section D. Vacancies**

Vacancies occurring during a term of office shall be filled by a vote at the next scheduled meeting after the vacancy occurs.

## **VIII: RATIFICATION AND AMENDMENTS**

### **Section A. Ratification**

This constitution must be approved in its totality by at least two-thirds (2/3) of the attendees present and voting at one of the regularly scheduled General Education Summits.

After approval by the Summit attendees, this constitution must be submitted to the highest level faculty governing body on each campus and to the state Academic Affairs Council and ratified in its totality by two-thirds (2/3) of participating campuses no later than thirty (30) days prior to the next General Education Summit. After consideration and approval by these bodies, this constitution shall become effective immediately.

### **Section B. Amendments**

Amendments to the constitution may be introduced by any member of the Council at any regularly scheduled meeting. Proposed amendments shall be distributed to all members of the Council at least thirty (30) days before the meeting at which they are to be considered. Amendments must be approved by at least two-thirds (2/3) of the members present and voting of the Council.

After approval by the Council, amendments must be submitted to the faculty governing bodies in member institutions and approved by two-thirds (2/3) of them. After consideration and approval by these bodies, amendments shall become effective immediately.

Effective Date: October 1, 2011

Revised: October 13, 2012

Revised: February 5, 2021

Revised: October 4, 2024