

Northern Arizona University

Approved unanimously by the Liberal Studies Committee, November 22, 2002

Revised, March 28, 2003

Liberal Studies Committee By-Laws

Article I. Name and Function

Section 1. The name of this Committee is the LIBERAL STUDIES COMMITTEE.

Section 2 As part of the governance system of Northern Arizona University, the Liberal Studies Committee has been charged to work with the Faculty Senate and the Office of the Provost of the University to assume a number of ongoing responsibilities in support of developing and maintaining a vital Liberal Studies program. This program is to be carried out through a curriculum of studies required of all graduates of the University, and is designed to support the development of the essential knowledge and skills of a liberal education necessary for informed citizenship in the 21st century

Section 3. The Liberal Studies Committee is both an advisory and a decision-making body.

Article II. Responsibilities

Section 1. The primary responsibility of the Liberal Studies Committee is to assure that NAU students are afforded the opportunity to become liberally educated.

Section 2. Specifically, the Liberal Studies Committee will establish, review, approve, and /or recommend to the appropriate body approval of the following:

- *The mission and purpose of liberal studies at NAU*
- *The educational goals and objectives of the liberal studies programs*
- *The educational goals and objectives, and methods of assessment of the outcomes of the courses approved for the liberal studies curriculum*
- *Courses submitted for consideration for inclusion within the list of courses approved for meeting the liberal studies requirements; if not previously approved by the University Curriculum Committee of the Faculty Senate, these course will be in turn submitted to that body for further approval as a University course*
- *Policies governing the standards for the liberal studies curriculum, recommendation of courses for inclusion, and approval of changes in the overall curriculum and/or courses in the liberal studies curriculum*
- *Standards and policies for the assessment of the learning outcomes of the liberal studies program and its curriculum*
- *Strategic planning regarding the role and function of the liberal studies program at Northern Arizona University*
- *Other matters as referred to the Liberal Studies Committee*

Article III. Membership of the Committee

Section 1. Types of Membership

The Liberal Studies committee shall have the following types of membership:

1.1. Regular Voting Members

- a) *Regular Faculty Members-- elected from each college via the Faculty Senate, with two representatives from the College of Arts & Sciences (1 from Arts, 1 from Sciences.)*
- b) *Faculty Senate Representative---elected at large from the Senate*
- c) *Student Representative---selected by ASNAU*
- d) *The University Library Representative---by reason of election to the Faculty Senate*
- e) *Yuma Campus Faculty Representative as elected by the Faculty Senate*

1.2. Ex-officio Non-Voting Members (by reason of position held)

- a) *Vice-Provost for Undergraduate Studies*
- b) *Administrative Associate to Vice Provost for Undergraduate Studies*
- c) *UC 101 Coordinator*
- d) *Director of Honors Program*
- e) *Director of Academic Assessment*
- f) *Director of the Gateway Center*

- 1.3. The total membership of the Liberal Studies Committee shall be twenty, consisting of fourteen (15) voting members and six (6) ex-officio non- voting members. The Committee may amend these numbers whenever a need arises to change the membership number and/or the distribution of that membership.

Section 2. Terms of Membership

- 2.1. Each of the regular faculty voting members, as well as the Yuma campus representative and the University Library representative, shall serve a term of three years in a staggered rotation in order to provide as much continuity of membership as possible. This rotation will begin in 2002-03, with some terms staggered appropriately to meet the objective of continuity over time.
- 2.2. The Faculty Senate Representative and the Student Representative shall be appointed and/or elected each year.
- 2.3. Ex-officio members shall serve indefinitely so long as they hold the indicated University position.
- 2.4. Election of new members from the faculty will be done during the month of April each year and in accordance with the cycle of rotation to provide continuity.

Section 3. Duties of Membership

Each member is expected to attend each meeting of the Committee and to participate in Committee activities and specific tasks assigned. This may include reading and reviewing of materials outside the regular time of the meetings, performing sub-committee work, and working with members of the Senate, ASNAU, the faculty at large, and/or other organizations as deemed necessary regarding the actions to be taken during the meetings of the Committee.

Section 4. Failure to Carry Out Duties of membership

Any member who fails to attend meetings on a regular basis or misses three consecutive meetings without good reason, may be removed from membership by a simple majority vote of the members. That member will be replaced according to the practices under which she/he was originally selected to membership.

Article IV. Officers and Support Staff of the Committee

Section 1. Number and Types of Offices.

- 1.1. The Committee will have only two officers, an elected Chair and an elected Vice-Chair. The officers will be elected each year from among the eligible voting faculty members of the Committee.*
- 1.2. Normally, the election will be held in April each year so as to provide for a smooth transition into the business of the next academic year .*

Section 2. Duties of the Chair.

It is the primary duty of the Chair to establish agendas, conduct meetings, insure that the business of the Committee is conducted in a timely manner, and provide overall leadership for the immediate and annual work of the Committee. The Chair will also serve as primary liaison between the Liberal Studies committee and the University Curriculum Committee.

Section 3. Duties of the Vice-Chair.

The Vice-Chair will assume the duties of the Chair in the absence of the Chair, and other responsibilities as delegated by the Chair.

Section 4. Staff Support for the Committee.

Staff support will be provided by the Office of the Vice-Provost for Undergraduate Studies. Normally, those responsibilities shall be managed by the person who holds the position of Administrative Associate to the Vice-Provost for Undergraduate Studies, and serves as an ex-officio member of the Committee for that purpose.

Article IV, cont.

Section 5. As needed, ad hoc committees, including non-seated members of the Liberal Studies Committee, may be formed to ensure representative (e.g. academic disciplinary or technical staff expertise, etc.) feedback on various proposals under consideration by the Committee.

Article V. Meetings of the Liberal Studies Committee

Section 1. Regular Meetings shall be conducted twice a month during the academic year in the months of September, October, November, January, February, March, and April. During the months of December and May, one meeting will be conducted.

Section 2. Special meetings may be held as deemed necessary and with the consensus of the members as determined by the Chair.

Section 3. At the first meeting of the Fall academic term, regular meeting times and dates will be established with the consent of the members present.

Article VI. Conduct of Business of the Committee

Section 1. All business of the Committee will be conducted at regularly scheduled meetings of the Committee, or at special meetings with the consent of the Committee and presence of a majority at the special meeting.

Section 2. Approval of formal actions of the Committee regarding policies, curriculum, courses, or related matters will be by a simple majority vote of the regular voting members of the Committee present at the meeting when the vote is taken.

Section 3. A simple quorum of the voting members must be present at any meeting before any binding action may be taken.

Article 7. Amendments to the By-Laws

These By-Laws may be amended at any regular or special meeting of the Liberal Studies Committee by a majority vote of those present, provided that notice of the proposed actions shall have been given at the previous regular meeting, or shall have been communicated to all members of the Committee in writing through e-mail or regular mailing at least two weeks prior to the meeting at which the action is to be taken.



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