Northern Arizona University - GenEd2028 Steering Committee Bylaws

1. Name
    a. GenEd2028 Steering Committee
2. Presidential Charge
    a. This committee has been charged by President Cruz-Rivera to redesign NAU's General Studies Program. The central aim is to connect the education we promise with pathways students can use and teaching the university can sustain. General Studies should open fields and perspectives beyond students' majors, help them develop learning they can demonstrate, and offer a workable route through a degree. This redesign asks us to examine how our curriculum and the conditions of delivery fulfill that promise together.
3. Membership
    a. Membership of this committee is composed of appointed voting and ex officio non-voting members.
        i. The eleven voting members (together with their roles and associated core responsibilities) are~~:~~
            1. Co-Chairs (Drs. Yvonne Luna and Kyle N Winfree): Co-lead meetings; establish agendas and decision points; ensure balanced faculty deliberation; clarify boundaries; coordinate leadership and governance communication; confirm decisions and next steps.
            2. Program Expert (Emily Manone, Director of General Studies Program): Explain the current program (when necessary); help interpret current-state materials without being expected to defend the existing design. Help guide the committee to a student-centered approach to redesign.
            1. Faculty Representatives (Jeremy LaBuff, Christina Lee Baze, Dierdra Kay Bycura, Jermaine Robert Martinez, Miriam Espinoza, Theresa Bierer, Roy St. Laurent): Collaboratively contribute to shaping options that address the objective of reducing the complexity experienced by the students while simultaneously strengthening the institution's ability to reliably deliver.
            2. ASNAU Student Representative (Kaylee Earl-Leal): Provide feedback on the student perspective of options to be considered.

ii. The five ex officio non-voting members (together with their roles and associated core responsibilities) are:
    1. University Advising (Monica Bai): Provide context of how proposed options may impact student selection of courses and progression through both the new General Studies Program and their own disciplinary programs.
    2. Program Manager (Mikhael Star): Maintain the work plan, timeline, decision log, action items, dependencies, and risks; coordinate agendas, materials, evidence requests, consultation activities, and follow-up with the co-chairs.
    3. Staff Support (Melinda Treml): Coordinate logistics and materials; maintain records and version control; identify operational implications and information gaps; provide information about policies and processes.
    4. Consultant (Kerry Thompson): Serve as a consultant; provide ABOR policy expertise; provide relevant research and briefs (e.g., literature notes and data reports); review decision points; help coordinate efforts between Curriculum Assessment and General Studies and co-chairs.
    5. Faculty Senate President (Michael Smith): Act as a liaison between the Faculty Senate and this committee to ensure that perspectives from both groups are shared with the other.

4. Officer of the Committee
    a. The appointed co-chairs will serve as the officers of the committee to coordinate meetings and communicate recommendations and findings to the Provost and President, and where appropriate, the larger faculty body.
5. Duties of Membership
    a. Each voting member is expected to participate in all meetings, virtual or in-person.
    b. Each voting member is also expected to participate in meaningful ways outside of meeting times, such as with readings, writings, and solicitation of external feedback.
    c. All members are to communicate outside of the committee when appropriate. There may be times when discussion should be limited to the committee, such as when ideas are still very much in a draft form.

6. Meetings
    a. The committee will meet regularly, likely bi-weekly.
    b. All members are encouraged to participate in person. Accommodations for remote participation will be made for all of those not at the Flagstaff Mountain Campus and for those who are otherwise unable to attend in-person meetings.
    c. Meetings may be deliberative or working in nature and follows the latest Robert's Rules manual for small boards.
    d. Regular and special meetings may be called by either of the co-chairs, and with the request of voting members of the committee.
    e. Meetings will be scheduled with the intention of accommodating all members, voting and non-voting, but with priority to the availability of voting members.
7. Voting
    a. A quorum of seven must be present before any binding action (that which is voted on) may be taken.
    b. The committee will identify when significant actions will be voted on, and the committee will try to ensure that all members of the committee can attend. This may lead to special sessions, or may be done within a normally scheduled meeting.
    c. Approval of formal actions of the committee will be made by a simple majority vote of the voting members synchronously at the meeting. Meeting minutes will not record details of discussions, but shall indicate the decisions made, including the number of votes for and against, and context of the discussion, but without record of who voted which way.
    d. In cases approved by both co-chairs, voting may be completed asynchronously via email in place of synchronous voting during a meeting.
8. Subcommittees
    a. The co-chairs of this committee have the authority to establish or approve subcommittees to focus on specific aspects of the committee charge. Those subcommittees may be led by any member of this committee, voting or non-voting.
    b. All subcommittees will be asked to report status and findings / recommendations at each committee meeting until that subcommittee's task is complete.

9. Adoption and modification of these Bylaws
    a. These bylaws will be reviewed and adopted within the first two meetings of the committee. All members, voting or non-voting, may provide comments and suggest changes to these bylaws.
    b. Future changes may be brought to discussion by any member of the committee at any regular meeting of the committee.

Revision and Adoption History:

2026-09-29 Initial Draft by KW

2026-10-01 Editing revisions by YL

2026-10-13 Revisions on behalf of the committee by KW

2026-10-20 Revisions on behalf of the committee by KW

These bylaws were adopted by unanimous vote of the GenEd2028 Steering Committee on November 3, 2026.