



### **Participation**

1. Panel appointments will be made by the IBHE and ICCB staff, keeping in mind both institutional demographics (e.g. two-year/four-year institution; public or private institution, etc.), as well as individual expertise in the panel discipline.
2. If a panel member misses more than 2 consecutive meetings, he or she may be removed. Attendance consists of in-person or virtual participation. Voting does not constitute attendance.
3. If a panel vacancy should occur before the member's term has expired, via removal, resignation, or otherwise, IBHE and ICCB staff will appoint a new member.

### **Terms**

1. Individual membership on a panel will be for a term of three (3) years.
2. Panel co-chairs will serve a term of three (3) years.
  - a. Should a co-chair step down, he/she may continue to serve as a panel member until the individual term expires.
3. Panel members and co-chairs may serve multiple terms at the discretion of the IBHE and ICCB.

### **Panel Voting**

1. Panel members are required to review, vote, and comment on all courses submitted to the panel each season, regardless of one's ability to participate in the meeting.
2. Panel members vote in two ways: through the iManage system prior to the panel meeting and through a voice vote when making the final decision during a panel meeting.
3. Failure to participate in panel activities, including but not limited to voting, may result in removal from the panel.
4. Panel managers reserve the right to cancel or reschedule panel meetings based upon limited panel member participation and/or due to extenuating circumstances.

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## **GECC & Major Course Submissions and Review**

### **New Course Submission & Approval**

1. Each participating institution will develop an institutional review process for IAI courses. Course materials (at minimum a representative syllabus) must be reviewed and approved by the institution prior to submission to the panel. This process may be stand alone or may incorporate existing curriculum development processes.
2. Once a course has been approved through the institutional review process, the appropriate submission forms and required course materials are submitted through the iManage system.
  - Receiving-only institutions may submit courses to GECC panels if they are working toward becoming a full-participant. They may also submit courses to the Major panels so long as the institution is approved by IBHE to offer degrees within the major.