

## **General Education A Proposal for the Administrative Structure**

We believe that administrative oversight of the general education program, and the structure of that administration, is crucial to the success of whatever program we create and adopt. As we move forward with the revision, we believe it is important to include discussion of that administrative structure, and what follows is a draft for the administrative elements whatever new general education program that we develop. *Note that hyperlinks are included throughout the document so that you can move quickly to any relevant section; at the bottom of each page a link takes you back here.* Please send any suggestions, corrections, additions to the General Studies Coordinating Committee via email to [Fran Moran](#).

The following draft attempts to remedy some of the problems of the current program identified in the Middle States Self Study report. Accordingly, we begin with a brief overview highlighting the differences between the structure we are suggesting and the structure we currently have. We then present [a fuller discussion of each](#) of the structural elements that we are proposing and conclude with a [schematic](#) of that structure.

### **Overview:**

The differences between the administrative structure we are proposing for the new program and that of the current program include:

- *The creation of a new position:* [Director of General Education](#) to serve as the primary administrator overseeing the program. This marks a significant departure from the current program which lacks any targeted administrative oversight. The proposal creating the current program makes no mention of any administrative oversight once the program is implemented, beyond a call for an Evaluation and Outcomes Committee (see page 26 of the proposal) listed under “[Recommendations](#).” The proposal does specify that incremental revisions fall under the purview of the Office of the Dean of the College of Arts and Sciences (page 26, under “Recommendations”). Since 2003, the GSCC has been chaired by the Associate Dean of the College of Arts and Sciences, with members selected by the Dean’s Office to serve rotating terms (usually 2 years).
- *The creation of a new General Education Executive Committee* ([GEEC](#)) to serve as the main administrative body overseeing the program. The proposal adopted in 1999 makes no mention for the continuation of the General Studies Coordinating Committee (GSCC), its composition, nor the selection of members. The draft below clarifies that

ambiguity and specifies the responsibilities, composition, and selection of members to serve on the committee.

- *The creation of a General Education Assessment Committee ([GEAC](#)) to coordinate and oversee ongoing programmatic and curricular assessment. One of the real problems with the current program has been the lack of such assessment. The Evaluation and Outcomes Committee recommended in the 1999 proposal apparently stopped meeting and functioning sometime in the early 2000s (records are missing for any work the committee undertook).*
- *The creation of a General Education Curriculum Committee ([GECC](#)) to coordinate and oversee the curricular components of the program. The 1999 proposal included no specific language creating a committee to review general studies courses on a regular basis. On page 9 of the document, section D notes that “In order for a new course (or an existing course not previously designated as General Studies offering) to receive General Studies status, it must be reviewed through the University’s traditional governance procedure with the addition of the appropriate General Studies area/cluster committee.” Such committees are not mentioned anywhere else in the document, nor do we have any record that such committees ever met. With the introduction of the current program, an ad hoc committee was created to review all courses submitted for general studies designation. That committee was not organized by area/cluster nor was it ongoing and ceased operating once the current program was implemented.*

## Director of General Education

Responsibilities: The Director of General Education will:

- A. Chair each of the of the main committees on general education (described below)
- B. Report to the Dean of the College of Arts and Sciences
- C. Administer the composition and publication of annual reports to the University community on the general education program, including its assessment.
- D. Oversee course scheduling and staffing.

Discussions as to the exact nature of this position have been tentative and very preliminary. Beyond the need to have such a position we have not really discussed the details: is it a new administrative position or should be a faculty member with release time to administer the program? If a new administrative position, at what level and salary? If release time, how many credits? Where will office space be located? What about clerical support? Computer and other office supply needs? The list goes on. Suggestions are welcome.

## **General Education Executive Committee (GEEC)**

*Responsibilities:* The General Education Executive Committee (GECC) will be the primary administrative body for the General Education program and as such will:

- A. Develop and implement policies and procedures for all aspects of the general education program, including policy for revisions to the program, as well as the composition and structure of the GEEC itself. Implementation of structural or other significant changes to the program would follow regular university approval processes.
- B. Review and approve any recommendations from the General Education Assessment Committee (GEAC).
- C. Review and approve any recommendations (excepting individual course approvals) of the General Education Curriculum Committee (GECC).
- D. Compile and publish annual reports addressing program assessment, program development, recommendations for revision, etc.
- E. Develop and maintain handbook for academic advisement that addresses issues related to the general education program, including but not limited to: basic requirements, policies for transfer students, course descriptions, course sequencing, etc.
- F. Plan and conduct professional development workshops relative to general education.
- G. Coordinate faculty participation in professional development meetings and conferences (e.g., AAC&U, PKAL, SENCER, etc.) relative to general education.

### *Composition:*

The GEEC will initially be composed of 11 members, chaired by the Director of General Education. Membership on the committee will include:

- 4 members from among the faculty of the College of Arts and Sciences.
- 1 member from among the faculty of the College of Professional Studies.
- 1 member from among the faculty of the College of Education.
- 1 member of the General Education Assessment Committee (see below).
- 1 member of the General Education Curriculum Committee (see below).
- 1 student.
- 1 librarian.

Each of the colleges will determine its own method for appointing members to the GEEC. The Student Government Organization will determine its own methods for appointing a member to the GECC.

## General Education Assessment Committee (GEAC)

*Responsibilities:* The General Education Assessment Committee (GEAC) will:

- A. Develop specific, measureable general-education outcomes for each University-Wide Student Learning Goal included in the general education program.
- B. Develop and finalize the measures and ensure that these measures map to the learning goals/outcomes.
- C. Develop a plan for administering any standardized testing that might be necessary for programmatic assessment.
- D. Establish a plan for selecting samples of student work that would be used for programmatic assessment.
- E. Establish initial benchmarks for performance.
- F. Provide annual assessment reports that include data, data summary, and recommendations.
- G. Establish an assessment timeline (e.g., all goals measured per year, 1-2 per year, etc.).
- H. Plan and conduct professional development workshops with faculty relative to general education assessment.
- I. Review and recommend changes to the composition, selection, and responsibilities of the GEAC.

*Composition:* The GEAC will include 9 members, chaired by the Director of General Education. Membership on the committee will include:

- The Director for Institutional Research.
- The University Assessment Coordinator
- A minimum of five faculty members:
  - 3 from the College of Arts and Sciences.
  - 1 from the College of Professional Studies.
  - 1 from the College of Education.
- 1 librarian to provide research support as needed

Each of the colleges will determine its own method for appointing members to the GEAC.

Recommendations for changes to the size, composition, and selection of members to the committee will be submitted to the GEEC for review and approval.

## General Education Curriculum Committee (GECC)

*Responsibilities:* The curricular components of the general education program will be under the direction of the General Education Curriculum Committee (GECC). This committee will

- A. Review new General Education courses as part of the university's course approval process.
- B. Ensure that new courses submitted for approval meet the curriculum guidelines adopted by the University Senate.
- C. Approve new General Education courses and move the courses into the University Senate's curriculum review process (*note: this committee would function in the same capacity as the College Curriculum Committee; courses proposed for the general education curriculum would be reviewed by this committee rather than the College Curriculum committee and then follow current Senate procedures*).
- D. Develop guidelines for curricular changes to the general education program (e.g., new themes that are part of Stages 2 and 3 General Education program currently being developed).
- E. Develop forms to accompany curricular changes in the program (e.g., new theme proposals).
- F. Recommend to the GEEC approval/revision for curricular changes to the program.
- G. Plan and conduct professional development (workshops, discussion sessions, etc.) for faculty relating to the general education curriculum.
- H. Review and recommend changes to the composition, selection, and responsibilities of the GECC.

*Composition:* The GECC will initially be composed of 7 members, chaired by the Director of General Education. The committee will include:

- 3 faculty members of the College of Arts and Sciences.
- 1 faculty member from the College of Professional Studies.
- 1 faculty member from the College of Education.
- 1 representative from the University Senate Curriculum and Instruction Committee.

In the case of the CAS, no department will have more than one member at a time serving on the committee. Members who serve on the GECC are ineligible to serve on a college curriculum committee. Each of the colleges will determine its own method for appointing members to the GECC. The Senate C&I committee will each determine its own method for appointing a member to the GECC.

## General Education Administrative Structure

