



Jersey City, New Jersey 07305-1597

University Senate – P336

MINUTES OF MEETING

November 11, 2013

ATTENDANCE:

Presiding: Dr. Karen Morgan Ivy, President University Senate

DEPARTMENTS PRESENT: A. Harry Moore, Harriet Phillip; Accounting, Jeanette Ramos-Alexander; Alumni, Jane McClellan; Art, Brian Gustafson; Biology, Ethan Prosen; Chemistry, Robert Aslanian; Computer Science, Mort Aabdollah; Criminal Justice, Bill Calathes; Early Childhood Ed. Regina Adesanya; Economics, Ivan Steinberg; Educational Leadership & Counseling, Vaibhavee Agaskar; Educational Technology, Chris Carnahan; Elementary/Secondary, John Bragg; English, Joshua Fausty; Finance, Rosalyn Overton; Fire Science, Kevin Malley; Fitness, Exercise and Sports, Quoc Tu; Geography/Geoscience, Anna Cieslik; Health Sciences, Lilliam Rosado; History, Rosamond Hooper-Hamersley; Library, Juan Almodovar; Management, Wanda Rutledge; Mathematics, Freda Robbins; Media Arts, Kathryn D'Alessandro; Dept. of Multicultural Ed., Donna Farina; Music, Dance & Theatre, Wilbur Baker; Nursing, Gloria Boseman; Philosophy/Religion, Sabine Roehr; Physics, Chris Herbert; Political Science, Joseph Moskowitz; Psychology, Patrice Dow-Nelson; Sociology/Anthropology, Max Herman; Special Education, Carol Fleres; Women's & Gender Studies, Antoinette Ellis-Williams.

DEPARTMENTS ABSENT: African/Afro American Studies ESL, Anne Mabry; Latin American Studies, Liza Fiol-Matta; Literacy Ed., Fran Levin; Marketing, Susan Williams; Modern Languages, Cora Lagos; Professional Security Studies, Bill Soo Hoo;

SENATORS-AT-LARGE PRESENT: Cindy Arrigo, Deborah Bennett, Christopher Cunningham, Jack Egan, Marilyn Ettinger, Audrey Fisch, Karen Ivy, Joseph Riotto, Rosemary Thurston, Rubina Vohra,

SENATORS-AT-LARGE ABSENT: Michael Cole, John Collins.

PROFESSIONAL STAFF SENATORS-AT-LARGE PRESENT: Bette Goldstein, Angela Arriaza-Jarquin, Cynthia Vazquez, Naomi Wright.

PROFESSIONAL STAFF SENATORS-AT-LARGE ABSENT: None.

STUDENT SENATORS PRESENT:

STUDENT SENATORS ABSENT: Andrea Suarez, Keira Broadway, Carmina DelFierro

STUDENT SENATORS-AT-LARGE PRESENT: Samir Zaroui

STUDENT SENATORS-AT-LARGE ABSENT: Maria Gomez, Jonathan Cabrera.

University Senate Meeting Minutes
University Senate Meeting #3, For AY 2013-2014
Monday, November 11, 2013, Gothic Lounge

The Senate President, Dr. Karen Morgan Ivy, called the meeting to order at 3:10 p.m. A moment of silence was observed in memory of student Kashic Phillips, NJCU junior majoring in Accounting; James “Jim” Kearns, media technician in the Office of Campus Life; and Dr. Seymour Eichel, professor emeritus of English.

- I. Audience Response “Clicker” System Test:** Several votes were taken until it was demonstrated that all distributed clickers were functioning.
- II. Approval of Agenda:** A motion was made, seconded and passed to accept the agenda.
- III. Approval of Minutes:** A motion was made, seconded and passed to accept the minutes of the October 14, 2013 Senate Meeting.
- IV. Announcements:** Dr. Ivy read the following announcements

COACHE: NJCU has partnered with the Collaborative on Academic Careers in Higher Education (COACHE) at Harvard University. Through administration of this voluntary survey, COACHE will assist us in understanding the practices related to satisfaction of our faculty and in making improvements in key areas.

If you have yet to respond, it isn’t too late to have your voice heard. Email reminders from COACHE containing your personal link to the survey, will be sent on November 12th, December 3rd, and January 21st. For assistance or more information, please contact Dr. Deborah Woo at dwoo@njcu.edu. (See the email sent out on 14 October 2013 on behalf of Dr. Joanne Bruno.)

Mozart’s Requiem and Dedication Ceremony on November 17th: Mozart’s Requiem, featuring the 80-student NJCU chorus accompanied by a full orchestra, will be held at 3:00 p.m. Dr. Robert Prowse, an assistant professor of music and coordinator of choral studies, will direct the performance. For more information, please call extension 3151. (See email sent out Wednesday, 6 November 2013 – Around Campus Newsletter)

Dr. Ivy offered the following congratulations:

A groundbreaking ceremony was held on Wednesday, 23 October for a \$34.6 million project devoted to the expansion and renovation of the NJCU Science Building for the biology, chemistry, geoscience, and physics programs. (Email sent on Thursday, 17 October)

NJCU hosted a dedication ceremony for its new School of Business on Friday, 25 October and featured an address by Dr. Roger W. Ferguson, Jr., President and Chief Executive Officer of TIAA-CREF. (Email sent Friday, 25 October)

Dr. Ivy extended congratulations to Professor Marilyn Ettinger, Chair of Department of Finance. In her honor, the Board of Trustees has named a new scholarship, the Marilyn Ettinger Scholarship.

Meeting attendees were directed to see the back of the agenda for additional announcements.

V. President's Report:

President Ivy acknowledged the General Education Ad Hoc Committee for its diligent work on the review and recommendations of the proposed administrative structure of the proposed general education program. The committee members are: Dr. Joseph Moskowitz, Co-chair; Dr. Barbara Hildner, Co-chair; Dr. Morteza Aabdollah; Dr. John Collins; Dr. Donna Farina; and Dr. Sabine Roehr, President's appointee.

Attendees were reminded to make sure that anyone wishing to speak to the General Education Program Proposal has signed the Request-to-Speak sheet at the table. Index cards were also available to use for any written amendments to be offered to the sections being discussed.

In a memo, dated 7 November 2013, Dr. Sue Henderson requested that the Senate work on the following charges this year:

- Create and implement a Quantitative Reasoning and Speaking and Writing Across the Curriculum in conjunction with the new General Education to be incorporated into the new curriculum and within the various majors
- Review and revise the Academic Integrity Policy for consistency.
- Review and revise the course/program approval process for efficiency, including looking at the feasibility of making the course/program approval process a digital one.

The Senate Executive Committee will meet to review these charges and then charge the appropriate standing committee(s).

Bryan Suarez, SGO VP of Internal Affairs, had notified the Senate of the student appointees to Senate Standing committees. Three committees still need student representatives (Academic Standards, Academic Support and Services, and Curriculum and Instruction Committees). President Ivy offered a motion to officially appoint the following students to the following committees:

Samir Zaroui	Executive Committee
Esteban Nieto	Committee on Instructional Technology
Jessica Coke	Elections Committee
Corrine Reilly-Ferretto	Faculty & Professional Staff Affairs Committee
Jacob Duncan	Graduate Studies Committee
Dante Alston	Planning, Development & Budget Committee

Nichelle Alexander

Student Affairs Committee

Katherine Javier

Graduate Student Senator-at-Large

VI. Senate Standing Committee Reports

a) Curriculum & Instruction Committee

Chris Cunningham, Chairperson, reported that the following program had been approved:

Approved October 18

College of Arts and Sciences: Geoscience / Geography

BA in Geoscience—Earth Science

National Trends point toward improved Science and Math proficiency in all programs, including those that offer a BA. STEM teacher content knowledge must be improved, and innovative new pipelines are being designed to bring more, and more proficient, technical and educational professionals to market as fast as possible. Against this backdrop, this is an excellent time for Geoscience/Geography to offer an Earth Science B.A. concentration alongside its Geology and Environmental Science tracks. The proposed track's content is aligned with State and National standards, and it serves as the content backbone of our Earth Science Teacher Certification track(s) already offered at NJCU.

b) Graduate Studies Committee

Rosilyn Overton, Co-chair, provided the following report:

At the October 21 meeting, the Graduate Studies Committee met and accomplished the following business:

- A. Continued discussion to work with the University Senate to have uniformity in approving and reporting courses to the full Senate; GSC has to read and get approval; C & I approves and just report out to the Senate; will recommend one way or the other for both entities. The GSC is following the University Senate's rules for Constitutional changes.
- B. Upon the recommendation of the NJCU Graduate Council, the GSC created the following motion to be presented to the University Senate:

NJCU graduate students' work will now be added to the PROQUEST database (with world-wide distribution) for theses and dissertation. It is critical for NJCU's reputation to make these manuscripts the best possible. The GSC moves that the University consider ways to create a centralized proofreader for graduate capstone courses, theses, and dissertations. Currently about 80 of these manuscripts are completed annually. The doctoral students will soon add another 30-35 manuscripts starting in Spring 2015. Potential resources could be found within graduate student fees, grants, etc.

Remaining GSC Meeting(s) for Fall 2013: **Monday**, November 18, 2013, 11:00-12:00 (others as needed)

The motion was made and seconded that the Senate endorse the Graduate Studies recommendation for the University to consider ways to create a centralized proofreader for graduate capstone courses, theses, and dissertations. After discussion, the vote was held, and the motion was defeated.

VII. Old Business
General Education Program Proposal

- 1) Curriculum (consisting of pages 1-10 excluding page 8; and pages 18-22)

Discussion continued where it ended at the last meeting, with discussion of item #2 of the proposed Appendix 7:

2. Unlike the 1996 General Studies program which limits departments/programs to five courses within a distribution area, the proposed program has no such limit.

Item #2 was voted on and approved.

3. A student may apply a maximum of 6 credits from any single academic department/program to fulfill Tier #2 requirements, with the sole exception that the credits earned for English Composition II shall not be applicable to this limit.

Item #3 was voted on and rejected.

4. The requirements for a course to qualify as a Foundations Seminar or an Additional Seminar must be approved by the Senate.

Item #4 was voted on and approved.

5. Since general education courses will require faculty to provide data that shall be used for programmatic assessment, and shall require faculty to teach/reinforce university learning outcomes, the maximum enrollment caps shall be:

Tier 1: ENGL 101	20 maximum
Foundation Seminars	20 maximum
Additional Seminars	20 maximum
Math Courses	25 maximum
Tier 2: ENGL 102	20 maximum
All other Tier 2 courses	25 maximum
Tier 3: Capstone Courses	15 maximum

Enrollment caps could be lower than those noted above if approved through the University's course approval process.

An amendment was approved to change the first sentence of item #5 by removing the words at the beginning (from “Since” through “outcomes”) to read:

The maximum enrollments caps shall be:

An amendment to change the proposed enrollment caps for Math courses to 20 was approved.

6. The specific requirements (and the process) for inclusion as a Tier 2 and/or a Tier 3 course will be presented to the Senate, and subject to its approval, prior to any course being designated as a Tier 2 and/or a Tier 3 course.

Item #6 was voted on and approved.

The motion was made to accept the curriculum section of the proposed General Education program as amended, seconded and approved.

- 2) Administrative (consisting of pages 11-16; 23 and 24; 26-30 and page 33.

Barbara Hildner presented the report from the ad hoc committee charged to “review the proposed administrative structure, suggest changes if appropriate and consider whether the proposed committee structure correlates with the Senate Constitution.” The complete report and the proposed replacement section are attached at the end of these minutes.

The motion was made and seconded to replace the Administrative section of the General Education Program proposal with the one proposed by the ad hoc committee. The motion carried.

The motion to approve the Gen Ed Administrative structure section as amended was made, seconded and carried.

A motion to allow the current ad hoc committee to continue until January 2016 as advisors to implementation of the administrative structure was tabled.

The meeting was adjourned at 5:02 PM.

Respectfully submitted,
Bette Goldstein

AD HOC SENATE COMMITTEE ON THE ADMINISTRATIVE STRUCTURE OF
THE NEW GENERAL EDUCATION PORGRAM
PRESENTATION OF THE COMMITTEE'S RECOMMENDATIONS TO THE NEW
JERSEY CITY UNIVERSITY SENATE.

NOVEMBER 11, 2013

Barbara Hildner

At is October 14 meeting, the Senate approved the formation of an *ad hoc* committee to consider the administrative structure outlined in the General Education proposal, dated October 2013. The Senate Executive Committee appointed members from among volunteers: the committee consists of Morteza Aabdollah, John Collins, Donna Farina, Sabine Roehr, Joseph Moskowitz, and myself. The *ad hoc* committee's report, called the *ad hoc* report, has been distributed, and I am presenting its recommendations and their rationale. Members of the *ad hoc* committee are present and prepared to answer questions related to the recommendations.

It is important to note that the *ad hoc* committee recognizes the merits of the administrative structure presented in the October General Education proposal, which I refer to as the October proposal. The Committee agrees that there should be a director of General Education, and that the executive, curriculum, and assessment committees described in the October proposal are necessary. The membership of those committees is appropriate, as are the majority of committee responsibilities. Our report adds and subtracts from the October proposal, but works within it framework.

It is also important to note that the October proposal establishes an administrative structure for General Education that overlooks longstanding responsibilities and procedures of the Senate with regard to program approval. This may be an oversight, but it is a significant one that the *ad hoc* Committee's recommendations address. In the October proposal, the director of General Education is not necessarily a member of the faculty; the director will chair the three committees and is likely to frame the charge given to the committees. The members of the three committees are appointed by their colleges in accord with vaguely specified processes that can vary from college to college, but may well result in appointments by the deans. The term of service of committee members is undefined. The committees' work will evidently be reported to a dean or vice-president and will not be reviewed by faculty/staff. The faculty/staff members of the three committees will not have the opportunity that they should have to explain their

work to colleagues or to ask how to improve their recommendations before policies are established. My description of the administrative structure outlined in the October proposal is not a complaint about the administration or its interest in the success of the new General Education program. However, it does express the conviction that the structure outlined in the October proposal is not the most effective one for implementing the General Education program because it makes too little use of faculty/staff expertise.

The *ad hoc* Committee looked at the October proposal in light of the Senate's established methods for approving courses, programs and academic policy, and believes that it is unnecessary and counterproductive to the success of the new General Studies program to bypass Senate procedures. The *ad hoc* proposal seeks to bring the October proposal into harmony with the functions, rights, and responsibilities of the Senate, as they are set forth in the Senate's Constitution.

What is the practical impact of the *ad hoc* Committee recommendations on the formation of the executive, curriculum, and assessment committees? The answer is that the faculty, professional staff, and librarian membership will be elected by the Senate according to its Constitutional guidelines, and, so that the work may begin, no later than its March 2014 meeting. The administrative members on the committees will be appointed by University officials. The committees would elect their own chairs and report to the Senate. They would be *ad hoc* committees of the Senate at this point because the Senate cannot create new standing committees without going through the lengthy process of amending its Constitution, which lists all standing committees. These *ad hoc* committees would serve through January 2016. There are also practical consequences of the *ad hoc* report on the position of Director of General studies. These consequences are outlined in the *ad hoc* report itself, and rather than take time to outline them here, I direct you to the proposal.

A fair question is whether the recommendations in the *ad hoc* proposal have more than a procedural value, and the *ad hoc* committee believes that they do. First, they allow the Senate to exercise its right and its duty to oversee General Studies. Article I, Section 1a of the Senate Constitution says that the Senate "Shall initiate policy and has the right to discuss and review all University policies which may affect its academic and educational objectives." The Senate is exercising this responsibility at this moment in

considering the administrative structure of the General Studies Program. Once the General Education Committees are functioning, they will establish numerous policies which, according to Article I, can, and the *ad hoc* committee would say, must come before the Senate for discussion, revision, and approval.

The second benefit is that the recommendations in the *ad hoc* report bring the Gen Ed administrative structure into harmony with the values of shared government enshrined in the Preamble of the Senate's Constitution. To paraphrase, the University Senate "provides members of the academic community of New Jersey City University with a participatory role in decision-making and in the governance of the University, consonant with their respective functions and different degrees of expertise and in accordance with recognized principles of academic freedom and shared governance." Certainly, the functions and expertise of the faculty/staff in relation to such an important academic endeavor as General Education require that faculty have greater role in the decision making process than 18 faculty working in an administrative structure independent of the Senate.

A third benefit of implementing the recommendations in the *ad hoc* report is a better General Education Program. These recommendations make better use of the human capital at the University than the October proposal. The faculty have more experience than any other group on campus with regard to the most essential work assigned to the executive, curriculum, and assessment committees. If I go through the list of responsibilities of the director of General Education and the three Committees this becomes obvious. The faculty have participated in learning communities in the First Year Experience Program. They do scheduling; assess student performance and the success of their own courses; design courses and programs; and approve them on the departmental, college, and university level etc., etc. It is wasteful to make very limited use of this deep and wide spread expertise, to have only the eighteen faculty on three Gen Ed committees participate in the implementation of the program. Discussions about General Education in the Senate and on campus have improved the new program in the area of curriculum, as they do any new program. They will inevitably have the same impact on the administrative structure of General Education.

The recommendations of the *ad hoc* report also bring together under one umbrella the work related to General Studies. An email from Jo Bruno yesterday shared a memo from President Henderson to the Senate. The memo charges the Senate to “create and implement a Quantitative Reasoning and Speaking and Writing across the Curriculum [program] in conjunction with the new General Education [program] to be incorporated into the new curriculum and within the various majors. Further President Henderson charges the Senate to “review and revise the course/program approval process.” The right hand will not know what the left is doing if this work is taken up by the Senate and implementing General Studies is undertaken by a totally separate administrative structure. Some work will overlap; some is likely to be at cross purposes.

The list of benefits to be derived from implementing the recommendations in the *ad hoc* report could go on, but finally, the *ad hoc* nature of the initial General Education committees allows the Senate to gain valuable experience concerning the needs of the new General Education program before establishing a permanent administrative structure.

It is with confidence in the Senate’s superior ability to guide the implementation of the new General Studies program that the *ad hoc* committee brings its recommendations for the administrative structure to this body and encourages the Senator’s to vote for them.

[Note: Additions appear in CAPITAL LETTERS and deletions are ~~crossed out.~~]

Proposed General Education Administrative Structure FOR IMPLEMENTATION OF THE PROGRAM

Administrative oversight of the general education program, and the structure of that administration, is crucial to the success of the program.⁹ ~~A schematic of the proposed administrative structure is available as Appendix 4.~~

Director of General Education

The Director of General Education will:

- A. ~~Chair the General Education Executive Committee (GEEC) described below.~~
- B. Serve in AN *ex officio*, NON-VOTING capacity on the FOLLOWING AD HOC COMMITTEES: GENERAL EDUCATION EXECUTIVE COMMITTEE (GEEC), General Education Assessment Committee (GEAC), the General Education Curriculum Committee (GECC), or other committees created BY THE SENATE relative to the general education program.
- C. WORK WITH THE CHAIR(S) OF THE GEEC, GEAC AND GECC AND TOGETHER WILL Report to the University community recommendations from the General Education Executive Committee and forward the recommendations to the ~~appropriate~~ University SENATE ~~bodies~~ for review and approval.
- D. Maintain records and documentation that would be used to support the WORK OF THE GENERAL EDUCATION COMMITTEES AND TO SUPPORT THE composition and publication of annual reports to the University community on the general education program, including its assessment.
- E. Establish and oversee the web presence (via a webpage or other online outlets) for the program.
- F. Help plan professional development workshops relative to general education.
- G. Identify and pursue viable grant and other funding opportunities.
- H. Coordinate the development of learning communities similar to those in the current First Year Experience Program IN ACCORDANCE WITH SENATE APPROVED CURRICULUM AND POLICIES.
- I. Work with departments to coordinate course scheduling.
- J. Assume other responsibilities relative to the functioning and operation of the program as may become necessary.

- K. BE A FULL-TIME TENURED FACULTY MEMBER.
- L. BE SELECTED THROUGH A SEARCH PROCEDURE WHICH SHALL INCLUDE A SEARCH COMMITTEE ELECTED BY THE SENATE.

Composition:

⁹This proposal attempts to remedy some of the problems of the current program identified in the Middle States Self Study report. See the discussion under the “Suggestions” heading of Standard 12 on page 23 of the “Report to the Faculty, Administration, Trustees, and Students of New Jersey City University” prepared by the Middle States Commission on Higher Education Evaluation Team.

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The ADDITIONAL ~~specific~~ details for this position beyond the responsibilities listed above (*i.e.*, ~~hiring~~, salary, support staff, ~~etc.~~) WHICH ARE CONSISTENT WITH THIS PROPOSAL would be determined subsequent to the adoption of this proposal by appropriate hiring officials. The committee recommends that appropriate University officials appoint an interim director WHO IS A FULL-TIME, TENURED FACULTY MEMBER WHO WOULD NOT BE ELIGIBLE FOR THE POSITION ON A PERMANENT BASIS, to serve until the position can be filled permanently. 10

General Education Executive Committee (GEEC)

Responsibilities

The General Education Executive Committee (GEEC) will BE AN AD HOC COMMITTEE OF THE UNIVERSITY SENATE THROUGH JANUARY 2016 (BUT NOT BEYOND) AND be the primary COORDINATING ~~administrative~~ body for the General Education program. IT SHALL DEVELOP AND PROPOSE POLICIES AND PROCEDURES TO THE SENATE FOR ALL ASPECTS [EXCEPT SPECIFIC COURSES] OF THE GENERAL EDUCATION PROGRAM AND SHALL IMPLEMENT APPROVED PROPOSALS. THE GEEC ~~and as such~~ will:

- ~~A. Develop and implement policies and procedures for all aspects of the general education program Implementation of structural or other significant changes to the program (for example, the addition or deletion of the modes of inquiry in Tier 2, the addition or deletion of new Tiers, the establishment of a new general education program, etc.) would follow regular university approval processes governing programmatic change (including the University Senate).~~
- ~~B. Develop guidelines for changes to the composition and size of the General Education Assessment Committee and the General Education Curriculum Committee.~~
- ~~C. Develop PROPOSE guidelines for creation of other General Education SUB-committees. not included in this proposal.~~
- D. Review and approve any recommendations from the General Education Assessment Committee PRIOR TO SUBMISSION TO THE SENATE FOR APPROVAL.
- E. Review and approve any recommendations (excepting individual course approvals) of the General Education Curriculum Committee PRIOR TO SUBMISSION TO THE SENATE FOR APPROVAL.
- F. Assist the Director of General Education in compiling and publishing annual reports addressing program assessment, program development, and recommendations for revision. ~~etc.~~
- G. Develop and maintain a 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.~~

¹⁰ The Middle States self-study report noted the problems that high turnover in the dean's office posed for the administration of the current general studies program. Given that reality, the GSCC believes it would enhance the stability of the program to have a director who is a FULL-TIME, TENURED member of the faculty with administrative responsibilities rather than a new administrator.

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H. Coordinate faculty participation in professional development meetings, ~~and~~ conferences, AND WORKSHOPS relative to general education, SUBJECT TO THE UNIVERSITY'S REGULAR TRAVEL POLICIES.

Composition:

THE COMPOSITION AND PROCEDURES AND ELECTION OF THE GEEC WILL FOLLOW THE SENATE'S CONSTITUTIONAL GUIDELINES AND will be composed of ~~up to~~ 11 members INCLUDING: ~~chaired by the Director of General Education. Membership on the committee will include:~~

- 4 FACULTY members ELECTED from among the FULL-TIME faculty of the College of Arts and Sciences.
- 1 FACULTY member ELECTED from among the FULL-TIME faculty of the College of Professional Studies.
- 1 FACULTY member ELECTED from among the FULL-TIME faculty of the College of Education.
- 1 FACULTY member ELECTED FROM ~~of~~ the General Education Assessment Committee (see below).
- 1 FACULTY member ELECTED FROM ~~of~~ the General Education Curriculum Committee (see below).
- 1 student.
- 1 librarian/PROFESSIONAL STAFF MEMBER.
- DIRECTOR OF GENERAL EDUCATION SERVING IN AN *EX OFFICIO*, NON-VOTING CAPACITY

~~No department may have more than one member serving on the GEEC (excluding the representatives from the GEAC and the GECC). Each of the colleges will determine its own method for appointing members to the GECC according to the internal policies that exist in each college for making such decisions. In the case of the CAS, the GEEC should reflect the diversity of the college and include faculty from across the college.~~

~~The Student Government Organization will determine its own methods for appointing a member to the GECC. Members will serve two-year terms. In order to create a staggered turnover rate on the committee, five of the positions—including 2 of those allotted to the CAS—should, in the first iteration, be designated as one-year terms. Members who resign from the committee before the completion of the term are ineligible to serve on other general education committees until two years after the completion date for the term from which they resigned.~~

General Education Assessment Committee (GEAC)

The GEAC will be AN AD HOC COMMITTEE OF THE UNIVERSITY SENATE THROUGH [BUT NOT BEYOND] JANUARY 2016.

Responsibilities

The General Education Assessment Committee (GEAC) SHALL DEVELOP AND PROPOSE TO THE GEEC ~~will~~:

- A. ~~Develop~~ Specific, measureable general-education outcomes for each University-Wide Student Learning Goal included in the general education program.
- B. ~~Develop the~~ ASSESSMENT measures and ensure that these measures map to the learning goals/outcomes.
- C. ~~Develop~~ A plan for THE ASSESSMENT OF THE GENERAL EDUCATION PROGRAM administering any standardized testing that might be necessary for programmatic assessment. INCLUDING “CLOSING THE LOOP” ACTIVITIES.

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- 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. A Plan FOR COORDINATING 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. Recommendations will be submitted to the GEEC for review and approval,~~

Composition

THE COMPOSITION, PROCEDURES AND ELECTION OF THE GEAC WILL FOLLOW THE SENATE'S CONSTITUTIONAL GUIDELINES. AND will be composed of ~~up to~~ 11 members INCLUDING:

~~The GEAC will be composed of 9 members. Membership on the committee will include:~~

- The Director for General Education SERVING *EX OFICIO* AND NON-VOTING
- The Director for Institutional Research SERVING *EX OFICIO* AND NON-VOTING
- The University Assessment Coordinator SERVING *EX OFICIO* AND NON-VOTING
- ~~Five~~ SIX FULL-TIME faculty members:
 - 3 4 ELECTED from the College of Arts and Sciences.
 - 1 ELECTED from the College of Professional Studies.
 - 1 ELECTED from the College of Education.
- 1 librarian/PROFESSIONAL STAFF MEMBER
- 1 STUDENT

~~Each of the colleges will determine its own method for appointing members to the GEAC according to the internal policies that exist in each college for making such decisions. In the case of the CAS, the GEAC should reflect the diversity of the college and include a faculty from across the college. Members will serve two year terms. Members who resign from the committee before the completion of the term are ineligible to serve on other general education committees until two years after the completion date for the term from which they resigned.~~

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General Education Curriculum Committee (GECC)

The GECC will be AN AD HOC COMMITTEE OF THE UNIVERSITY SENATE THROUGH [BUT NOT BEYOND] JANUARY 2016.

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. PROPOSE ~~Develop~~ criteria for THE course placement OF COURSES in the modes of inquiry associated with the Foundational Seminars in Tier 1 and in Tier 2 of the program (in order to assist faculty in determining the appropriate ~~theme~~ PLACEMENT for their course, the GECC will develop guidelines for each of the modes).
- B. Review and approve new General Education courses AS PART OF ~~and move the courses into~~ the University Senate's curriculum review process.
~~(note: courses proposed for the general education curriculum would follow Senate protocol. with the exception that general education courses would be reviewed by this committee rather than a College Curriculum committee. The order of review would then be:~~ THE STEPS OF THE PROCESS FOR ALL COURSES IN THE GENERAL EDUCATION PROGRAM WILL BE (AT LEAST UNTIL JANUARY 2016):

1. Department Curriculum and Instruction Committee for the faculty member(s) proposing the course
2. Department Chair OF THE FACULTY MEMBER(S) PROPOSING THE COURSE
3. COLLEGE CURRICULUM COMMITTEE OF THE FACULTY MEMBER(S) PROPOSING THE COURSE
4. DEAN(S) OF THE COLLEGE(S) FROM WHICH THE COURSE ORIGINATES
- ~~4.~~ 5. GECC
- ~~4.~~ 6. Dean of the College of Arts and Sciences
- ~~5.~~ 6. Senate Curriculum & Instruction Committee
- ~~6.~~ 7. Vice President for Academic Affairs.

- C. Review and approve placement of particular courses within the three tiers of the program.
- D. ENCOURAGE THE DEVELOPMENT OF ~~Ensure~~ an adequate and diverse selection of course offerings in each of the areas, including a rough equality and diversity in the distribution of student learning goals OUTCOMES across the modal categories ~~and among the tiers.~~
- E. ENCOURAGE THE DEVELOPMENT OF A ~~Ensure an adequate and~~ diverse selection of course offerings in ~~terms of departmental and programmatic representation in~~ each of the T tiers.

- F. ~~PROPOSE~~ ~~Develop~~ TO THE GEEC (FOR SUBSEQUENT SUBMISSION TO THE SENATE) criteria for capstone courses in Tier 3.
- G. Review and approve FOR SUBMISSION TO THE C&I COMMITTEE courses for capstone consideration.
- H. Develop, in consultation with the University Advisement Center, guidelines for correlating general education courses with transfer student transcripts for those transfer students who enroll in the University without a completed Associate's degree.
- I. ~~Develop guidelines for curricular changes to the general education program (e.g., add or replace modes of inquiry that are part of Tier 2 of the program).~~

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~~Develop guidelines for enrollment caps for courses in the general education curriculum.~~

- J. Develop forms NEEDED to IMPLEMENT ~~accompany curricular changes in the program.~~
- K. ~~Recommend to the GEEC for review and POTENTIAL SUBMISSION TO THE SENATE FOR approval any curricular changes to the program.~~
- L. Plan and conduct professional development (workshops, discussion sessions, etc.) IN CONJUNCTION WITH THE GEEC for FULL-TIME AND ADJUNCT faculty relating to the general education curriculum.

Composition:

THE COMPOSITION, PROCEDURES AND ELECTION OF THE GECC WILL FOLLOW THE SENATE'S CONSTITUTIONAL GUIDELINES.

The GECC will be composed of 9 7 members:

- The Director for General Education, *EX OFFICIO* AND NON-VOTING
- 3 4 faculty members ELECTED FROM AMONG of the FULL-TIME College of Arts and Sciences.
- 1 faculty member ELECTED from AMONG the FULL-TIME College of Professional Studies.

- 1 faculty member ELECTED from AMONG the FULL-TIME College of Education.
- 1 FACULTY MEMBER ELECTED ~~representative~~ from the University Senate Curriculum and Instruction Committee.
- 1 STUDENT

~~No department will have more than one member at a time serving on the committee. Members will serve two-year terms. Members who resign from the committee before the completion of the term are ineligible to serve on other general education committees until two years after the completion date for the term from which they resigned. Members who serve on the GECC are ineligible to serve on a college curriculum committee (due to the time commitments required for each). Members of the GECC may not hold separate positions on both Senate C&I and the GECC (i.e., a person elected to the Senate C&I committee may serve as Senate representative on the GECC, but that representative cannot also have a separate seat on the GECC; the intent is to prevent one person from having multiple votes on the committee). Each of the colleges will determine its own method for appointing members to the GECC according to the internal policies that exist in each college for making such decisions. In the case of the CAS, the GECC should reflect the diversity of the college and include a faculty from across the college. The Senate C&I committee will determine its own method for appointing a member to SERVE ON the GECC.~~

ELECTION OF MEMBERS TO THE AD HOC COMMITTEES (GEEC, GEAC, GECC)

THE ELECTION OF MEMBERS OF THE AD HOC COMMITTEES SHALL TAKE PLACE NO LATER THAN AT THE MARCH 2014 MEETING OF THE UNIVERSITY SENATE.

THE PROCEDURES WHICH ARE USED FOR THE ELECTION OF MEMBERS TO THE SENATE'S STANDING COMMITTEES (AS SPECIFIED IN THE SENATE CONSTITUTION) SHALL BE FOLLOWED IN THE ELECTION OF MEMBERS TO THE AD HOC COMMITTEES. THE ELECTION SHALL BE CONDUCTED BY MEMBERS OF THE SENATE'S ELECTION COMMITTEE.

NOTE: IN ACCORDANCE WITH THE SENATE CONSTITUTION & PROCEDURES:

- A) CHAIRS OF THE AD HOC COMMITTEE'S WILL BE ELECT BY THE MEMBERS OF EACH COMMITTEE RESPECTIVELY
- B) NO MORE THAN ONE MEMBER OF A DEPARTMENT/PROGRAM CAN BE A MEMBER OF A PARTICULAR AD HOC COMMITTEE
- C) A PERSON (WITH THE EXCEPTION OF THE DIRECTOR AND THE GEAC & GECC MEMBERS ON THE GEEC) CAN ONLY SERVE ON ONE OF THE AD HOC COMMITTEES AT A GIVEN TIME.

ADDITIONAL ITEMS CONCERNING THE ADMINISTRATIVE STRUCTURE

- A) THE SCHEMATIC IN APPENDIX 4 FOR THE PROPOSED ADMINISTRATIVE STRUCTURE IS TABLED FOR FUTURE DISCUSSION UNTIL A PROPOSAL FOR A STANDING COMMITTEE STRUCTURE OF THE SENATE (OR AN ALTERNATIVE) IS PROPOSED FOR THE ADMINISTRATIVE STRUCTURE OF THE GENERAL EDUCATION PROGRAM.
- B) THE AD HOC COMMITTEE TO REVIEW THE PROPOSED ADMINISTRATIVE STRUCTURE OF THE PROPOSED GENERAL EDUCATION PROGRAM REQUESTS SENATE APPROVAL TO CONTINUE ITS WORK. The COMMITTEE WOULD REPORT BACK TO THE SENATE, IN SPRING 2014 OR FALL 2014. IT WOULD CONTINUE TO REVIEW THE PROPOSED ADMINISTRATIVE STRUCTURE WITH REGARD TO A PERMANENT ADMINISTRATIVE STRUCTURE FOR THE GENERAL EDUCATION PROGRAM THAT WOULD BE IN ACCORDANCE WITH THE SENATE CONSTITUTION AND/OR POTENTIALLY SUGGEST AMENDMENTS TO THE SENATE CONSTITUTION (SUCH AS THE CREATION OF AN ADDITIONAL STANDING COMMITTEE(S)).

