



University Senate
Professional Studies Building, 203A rm. 3; Extension 3459

University Senate General Education Committee Manual

Committee Charge

The General Education Committee (GE) shall recommend to the Senate requirements, policies, and standards for the General Education Program. The committee shall supervise the General Education Director's implementation of declared requirements, policies, and standards.

The committee shall evaluate and recommend the approval of all new General Education courses (including face-to-face, blended, and online formats), after received the approved proposals from individual College Curriculum Committee recommendations. The GE committee shall also evaluate proposed changes to the (substantial) content, objectives, and learning outcomes of General Education courses. Such review will include, but not be exhausted by, review of recent syllabi and proposed new signature assignments. Individual courses and course revisions approved by the committee shall be forwarded directly to the Senate Curriculum and Instruction Committee.

The committee shall conduct all assessment of the General Education Program required for accreditation. This assessment includes, but is not exhausted by, scoring of anonymous artifacts that instructors of GE courses will be required to help facilitate the collection and submission of to the committee.

The committee shall conduct regular programmatic review of the General Education Program and submit said review to the Senate and Provost.

Membership

The standing (voting) members shall include: two faculty members from each College or School; the Director of the General Education Program; one member of the Professional Staff and one student representative. In addition, the committee will include a faculty member elected by the Mathematics Department and a faculty member elected by the English Department; If a new All University Requirement is added to the General Education Program, a faculty member will be elected from the department that offers that AUR. These members do not count towards the relevant College or School allocation.

In addition to voting members, the committee shall include the following ex-officio and non-voting members: The Director of the University Advisement Center or their designee; the registrar or their designee; a liaison selected from the Senate Curriculum and Instruction committee; a liaison selected from the Senate Academic Standards Committee; and the Vice President for Institutional Effectiveness or their designee.

Calendar

- During Spring Before Next Academic Year—Prepare for the assessment of one or multiple General Education Student Learning Outcomes for the Fall of the next academic year by the General Education Director and Committee deciding on which SLO's to focus on and communicating with participating Departments so that they will be prepared.
- September—Meet as a Committee to discuss the focus of General Education SLO's semester planning for assessment.
- October—The General Education Director and Chair of the General Education Committee will meet with participating Departments on the design of the rubric for assessment and the process for collecting artifacts from instructors.
- November-December—Collect the artifacts from the instructors through Blackboard.
- February—Meet as a Committee to organize the assessment and practice norming of the assessment of artifacts from the Fall semester using the appropriate rubric.
- March—Each Committee team will meet to assess the artifacts in accordance with the General Education SLO's and will submit their scores. The General Education Director will collect all the scores.
- April—The General Education Director will present the scores to the Committee and the Director and Committee will analyze them. The Director will then present them to the Senate at the next Senate meeting.
- May—Decide on one or multiple General Education Student Learning Outcomes to assess for the next academic year.
- As Needed During Year—Review and vote on proposed new or changed General Education courses.

*This calendar represents the process for assessment for the Fall semester artifacts. There are also Spring semester artifacts that must be assessed, and the Committee can duplicate the Fall semester process for the Spring.

Important Information

- The Committee will work with the General Education Director and Office of the Provost to review submission guidelines for artifacts for collection.
- The Committee will review the General Education website to validate its accuracy with any changes made to the General Education program.