




University Academic Senate  
Executive Committee of the Senate  
Felix Ngassa, Chair 2017-24  
Courtney Karasinski, Vice Chair 2021-24

## Memorandum

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**TO:** David Vessey, Chair, General Education Committee (GEC)

**FROM:** Felix Ngassa, Chair, ECS/UAS. 

**SUBJECT:** Charges for 2023-24

**DATE:** September 4, 2023

**CC:** Fatma Mili, Provost  
Erica Hamilton, AVP (*ex officio*)  
ECS Members  
GEC Members

At its summer retreats the Executive Committee of UAS agreed that we should continue to offer some guidance to the standing committees as they embark upon another academic year. This assistance is intended to support the ongoing work of the members of each committee as they identify and prioritize agenda items for the upcoming academic year.

We thank you for your work over the 2022-2023 academic year and look forward to your continued progress.

Attached for your reference is the section from the Shared Governance Policies, which outlines the regular responsibilities of your standing committee. In attending to these regular duties, ECS would like you, as time permits, to address the following matters:

1. **Example Curriculum Proposals:** Develop and publish annotated examples of successful curriculum proposals to guide faculty who are proposing new courses for GEC to consider. SHORE Log #: 1307-2022.
2. **Digital Literacy Rubric:** Develop a digital literacy rubric. You may find it useful to collaborate with the Pew FTLC.
3. **Digital Literacy Learning Skills Objective:** Explore developing a digital literacy learning skills objective. You may find it useful to tap on the expertise of the Pew FTLC.
4. **Teaching Materials:** Evaluate the training material that was developed in 2022-2023 and make revisions as necessary.
5. **GEC Website:** Evaluate the functionality of the GEC website and make revisions as necessary.
6. **Teaching Expectations:** Consider a standing charge to review the materials for helping instructors understand the teaching expectations for each goal and propose bylaws language it necessary.
7. **Optimum Membership/Faculty Representation:** Please review the standing responsibilities of your committee and while thinking about workload, determine the optimum and appropriate faculty membership/representation of your committee and make a recommendation.

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8. **Mid-Year Report and Year-End Report:** In an effort to engage more faculty in our shared governance system, prepare a 1–2-page mid-year progress report at the end of the Fall semester to be disseminated to ECS/UAS and College Deans (a full report is expected as usual at the end of the year).

Thank you again for your work on this important committee.

**SG 1.02.f. General Education Committee (GEC)** [as revised 02/04/22 UAS]

i. Faculty Membership: Faculty membership of the GEC consists of nine members from the College of Liberal Arts and Sciences (CLAS), one from each of the remaining colleges, and one from the University Libraries. The term of membership is three years beginning at the end of the winter semester. Terms from those colleges with two or more members are staggered. The General Education Director is an *ex officio*, non-voting member.

ii. Leadership: The GEC Faculty Chair, who manages actions in the online curriculum system on behalf of the committee and sets the agenda for meetings, is elected from the faculty membership and shall serve for one year in this role, with the option to be re-elected. If the GEC Faculty Chair is not able to fulfill their term, an election will be held to identify a new Faculty Chair from current faculty members.

iii. Student Membership: One student representative selected by and from the Student Senate for a term of one year

iv. Administrative Membership: The Provost or designee *ex officio*, non-voting.

v. Responsibilities:

a) to provide guidance and support to the university community regarding the aims, philosophy, achievements and problems of the General Education Program;

b) to review and act upon courses proposed for the General Education Program;

c) to make minor revisions to the General Education Program (for example, changing the name of a category or adding, revising, or removing a student learning outcome in the category);

d) to propose to UAS major changes to the General Education Program;

e) to ensure that the General Education skill and knowledge outcomes of each General Education course are assessed every four years:

1. to review and provide formative and/or summative feedback on General Education Course Assessment Reports;

2. to report annually on student performance of the General Education knowledge and skills outcomes to faculty governance:

3. to submit a comprehensive report on student performance of the General Education knowledge and skills outcomes, and share these results with faculty governance and the broader university community every four years:

4. to propose changes to the General Education Program or make changes to the assessment process informed by the assessment data.

f) to remove a course from the General Education Program (see SG 2.01) if:

1. changes have been made to course prerequisites that were not approved by the General Education Committee;

2. the course was not appropriately and effectively assessed by the unit in a timely manner as described in the Recertification Policy posted on the General Education website.