The General Education Committee (GEC) established this recertification policy to ensure that courses are appropriately and effectively assessed in a timely manner. Courses that do not meet the Recertification Policy will be removed from the General Education Program.

1. The GEC will assess all GE courses on a three-year cycle.
   a. The GE Director will assign the academic year and term when each course is assessed.
   b. The GE Director will provide all deadlines for entering assessment data and completing the Course Assessment Reports (CAR).
   c. Units must submit assessment data and an adequate CAR for each GE course during the term the course is assigned to be assessed. Communication with the GE Director is essential during this process.

2. Data Collection Compliance
   a. Faculty must use the current GE skill and knowledge rubrics for assessment.
   b. A Unit Head may ask the GE Director to postpone data collection until the next semester for extenuating circumstances.
   c. A faculty member on behalf of the unit, must submit assessment data within 14 days of the due date. The GE Director will notify the Unit at least twice within the 14-day window. A Unit may ask the GE Director for – and – receive an extension to this deadline.
      i. If data does not meet the GE data completeness standards, the GE Director will notify the unit and the faculty assessing, that they can submit missing data before the next semester starts.
      ii. If data appears not to meet the GE data accuracy standard, the GE Director will notify the unit and faculty assessing the course that they should submit a detailed explanation of how the data was collected when they submit the CAR.
   d. If the Unit fails to submit assessment data by the due date, the course will be placed on probation. The Unit and Deans will be notified that the course is on probation. The Unit must then collect data the next semester the course is offered (including the summer).
   e. After the second failure to collect data, the course will be removed from the GE Program for non-compliance.
3. Course Assessment Report Compliance

f. A faculty member on behalf of the unit must submit a completed CAR within 14 days of the due date. The GE Director will notify the Unit at least twice within the 14-day window. A Unit may ask the GE Director for – and – receive an extension to this deadline.

g. If the Unit fails to submit a CAR by the due date, the course will be placed on probation. The Unit and Dean will be notified that the course is on probation. The Unit must then collect data the next semester the course is offered (including the summer), and submit a CAR by the deadline.

h. After the second failure to collect data and submit a CAR, the course will be removed from the GE Program for non-compliance.

4. Assessment Quality

i. If a CAR does not meet the GEC’s minimum data completeness and accuracy standards, the course is placed on probation. The Unit and Dean will be notified that the course is on probation.

j. The Unit must collect assessment data the next semester the course is offered (including the summer), and submit an acceptable CAR by the due date.

k. After the second failure to collect data and submit a CAR that meets the data completeness and accuracy, the course will be removed from the GE Program for non-compliance.

5. Course Removal and Reinstatement

l. When the GEC removes a course from the GE Program, the GE Director will send an email directing Records to remove the course from the Catalog and Banner, with a copy to the relevant Unit Head and Dean, the GEC Chair, and the Assistant/Associate Vice President for Academic Affairs overseeing curriculum.

m. Any student enrolled in the course prior to removal will receive GE credit.

n. To be reinstated, a course must go through the curriculum approval process in SAIL.
General Education Recertification Policy Flow Chart

1. Asked to complete GE Assessment for course
   - Use GE Rubrics to Collect Assessment Data
     - Submit assessment data within 14 days of due date
       - Submit completed CAR within 14 days of due date
         - Course removed from GE
         - Submit completed CAR within 14 days of due date
           - Course placed on probation, Dean’s Office and UH notified
             - Not Adequate
               - CAR Reviewed by GEC
                 - Recertified in the GE Program
               - Adequate
                 - CAR Reviewed by GEC
                   - Adequate
                     - Recertified in the GE Program
                   - Not Adequate
                     - CAR Reviewed by GEC
                       - Recertified in the GE Program
2. The next semester, collect and submit assessment data within 14 days of due date
   - Submit completed CAR within 14 days of due date
     - Course removed from GE
     - Not Adequate
       - CAR Reviewed by GEC
         - Recertified in the GE Program
       - Adequate
         - CAR Reviewed by GEC
           - Adequate
             - Recertified in the GE Program
           - Not Adequate
             - CAR Reviewed by GEC
               - Recertified in the GE Program
3. Course removed from GE
   - Not Adequate
     - CAR Reviewed by GEC
       - Recertified in the GE Program
     - Adequate
       - CAR Reviewed by GEC
         - Recertified in the GE Program
   - Adequate
     - CAR Reviewed by GEC
       - Recertified in the GE Program
     - Not Adequate
       - CAR Reviewed by GEC
         - Recertified in the GE Program