




University Academic Senate Executive
Committee of the Senate
Felix Ngassa, Chair, 2017-23
Courtney Karasinski, Vice Chair, 2021-23

Memorandum

TO: Amy Stolley, Chair, General Education Committee (GEC)
FROM: Felix Ngassa, Chair, ECS/UAS. 
SUBJECT: Charges for 2022-23
DATE: September 8, 2022
CC: Fatma Mili, Provost
Erica Hamilton, AVP
ECS Members
GEC Members

At its summer retreats, the Executive Committee of the Senate (ECS) 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 2021-2022 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. Development of Assessment Materials

Develop materials for faculty to assess the Gen Ed Skills and Knowledge Student Learning Outcomes.

SHORE Log: 1050-2018

2. Program Review-Related Reportage

Contribute to work on program review-related reportage in connection with other governance committees (UAC, GC, FSBC)

SHORE Log: 1254-2021

3. 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

4. Example Curriculum Assessment Reports

Develop and publish annotated examples of successful curriculum assessment reports (CARs) to guide faculty who are reporting the results of assessment.

SHORE Log: 1308-2022

5. Subcommittees of GEC

Consider creating subcommittees of GEC for curriculum and assessment and make recommendations.

SHORE Log: 1309-2022

6. Training Materials

Develop procedures and materials to train new GEC members to review curriculum proposals and curriculum assessment reports.

SHORE Log: 1301-2022

Thank you again for all the work you have done on this important committee.

From Shared Governance Policies (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. Administration 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.