# General Education Committee
# Roles, Responsibilities, and Expectations

## Chair

The chair has several unique responsibilities. However, unlike other governance committees, due to the scale of the General Education Program, there is a significant amount of support from the General Education Office which includes a Director, full time support person, and a part time graduate assistant.

- Works with the Director to create and distribute meeting agendas every Tuesday[1]. Sail curriculum proposals are given priority due to the print deadline of the catalog.
- Assigns primary reviewers. Although the general expectation is that all members review all agenda items, this is not a sustainable practice. Therefore, GEC has adopted a practice used by other standing committees of using pairs of reviewers who are responsible for meticulously reviewing assigned proposals and providing comments. At the start of each academic year, the chair tries to ensure each pair of reviewers includes one experienced GEC member and one new member, at least until all new members are comfortable with the review process.
- Creates a shared Google doc that mirrors the official agenda. The document is editable by all committee members and is where members can capture comments, observations, and motions on their review assignments.
- Runs the GEC meetings, calling meetings to order, entertaining motions, etc.
- For course proposals, the chair is responsible for entering comments/amendments for courses into Sail.
- Helps the GEC office maintain a spreadsheet of future agenda items.
- Creates mid-year and end-of-year reports to UAS.
- Works with the GE Director to create opportunities for new members to better understand the processes of the GEC. Normally, this means sharing this document with new members, and taking time to describe how to perform a curriculum review, and how to review a Course Assessment Report (CAR). This normally involves experienced members of the committee conducting a review out loud during the GEC meeting so that new members can learn more about the process.
- Ensures that special charges by ECS to the GEC are discussed early in the year with a specific timeline established toward completing each charge. Submits committee responses to ECS charges in SHORE.
- Invite incoming GEC members to the last meeting of the academic year in order to vote for a new chair.

## Faculty Members on the General Education Committee

- Faculty members are not expected to be experts in the GE program, but to use their university experience and common sense to engage in discussions, make informed decisions, and provide constructive comments to proposers.

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[1] The faculty handbook says "The Committee Chair is responsible for publishing an agenda at least 4 class days before the scheduled meeting."

- Members are responsible for preparing for each GEC meeting by reading the meeting agenda and any associated materials <u>prior</u> to each meeting, and to come to meetings prepared to discuss all the agenda items.
- If members are asked to review and provide comments on an agenda item they are expected to write those comments <u>prior</u> to the meeting, and to address those comments to the proposer (not to the chair or the committee). It is not the responsibility of the chair to create feedback on every agenda item. A shared Google doc is used to capture member comments.

# General Education Director

The General Education Director is a non-voting ex officio position. The Director engages in discussions with the GEC offering long-term historical and political insights that helps the GEC make decisions and makes the committee aware of university and national discussions that affect the General Education Program.
- Design and implement the General Education assessment process.
- Helps plan and implements changes in the General Education Program.
- Analyzes assessment data to write reports for the University Assessment Committee and the campus community.
- Review students' requests for transfers and substitutions for their General Education requirements.
- Review students' requests for using study abroad courses to fulfill General Education requirements.
- Monitor course capacity to ensure that there are adequate seats available to students in all locations.
- Monitor developments and trends related to the General Education Program.
- Provide assistance to faculty, units, colleges in the development and improvement of courses for General Education.
- Performs research for the General Education Committee.
- Serves on university committees related to the  General Education Program.
- Provides data related to Institutional, program, and unit accreditation.
- At the beginning of each academic year, conducts a "Gen Ed 101 Workshop"
    - Describes how the general education program is laid out
    - Gives the 30 minute assessment workshop to GEC members
    - Help members to understand how to review a CAR

In addition, the General Education office (PSS and a graduate assistant) are responsible for:
- Assisting in the implementation of the assessment process including distributing assessment materials to faculty, maintaining assessment records, compiling assessment data, and maintaining the Assessment Management System.
- Sending completed CAR feedback to unit heads.
- Drafting meeting minutes.
- Communicating with faculty about Student Learning Outcomes associated with their course(s).
- Communicating decisions of the GEC to relevant unit heads.
- Managing the design, accuracy, and distribution of the General Education Handbook.
- Managing the design and accuracy of the GE website.
- Responding to questions from faculty about the assessment process.
- Responding to student, faculty, staff, and parent inquiries about the General Education Program.

# Provost's Representative

The Provost's representative is a non-voting ex officio position. They are primarily responsible for representing the interests of the Provost with regards to the General Education program. In practical terms, the Provost's representative engages in discussions with the GEC offering comments, suggestions, and answering questions through the lens of the university administration.