



GENERAL EDUCATION RECERTIFICATION POLICY

Updated 1/30/24

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 terms described in the Recertification Policy will be removed from the General Education Program.

1. The GEC will assess all GE courses on a four-year cycle.
 - a. The GE Director will assign the academic year, and in consultation with the Unit Head, the term when each course is assessed.
 - b. The GE Director will provide deadlines for entering assessment data and completing the Course Assessment Report (CAR).
 - c. Faculty must submit assessment data that use the General Education rubrics and an adequate CAR for each GE course during the term the course is assigned to be assessed.
 - d. Communication with the GE Director is essential during this process.

2. Data Collection
 - a. Faculty must assess all the GE Skill and Knowledge Student Learning Outcomes associated with their class.
 - b. Faculty must use the current GE Skill and Knowledge Rubrics for assessment.
 - c. A faculty member on behalf of the unit, must submit assessment data by the due date.
 - i. If assessment data has not been submitted by the due date, the GE Office will notify the Unit Head and faculty assessor that the data must be submitted within 7 days. The GE Office will send two reminders during the 7-day extension. During that time, a faculty assessor may ask the GE Director for – and – receive a 5-day extension to the 7-day extension.
 - ii. If the faculty assessor fails to submit assessment data by the due date, the course will automatically be given a WARNING. The Unit Head will be notified that the course has been given a warning. The Unit must then collect new data the next semester the course is offered (excluding the spring/summer semester) and submit data by the deadline.
 - iii. If data was not submitted by the due date and the last time the course was assessed it was given a WARNING, the course will automatically be placed on PROBATION.
 1. The Unit Head and Dean will be notified that the course is on PROBATION. The Unit must then collect new data the next semester

the course is offered (excluding the spring/summer semester) and submit a CAR by the deadline.

- iv. If data is not collected and submitted by the deadline when the course is on PROBATION, the course will be removed from the General Education Program.

3. Course Assessment Report

- a. A faculty member on behalf of the unit, must submit a CAR by the due date.
 - i. If the Course Assessment Report has not been submitted by the due date, the GE Office will notify the Unit Head and faculty assessor that the data must be submitted within 7 days. The GE Office will send two reminders during the 7-day extension. During that time, a faculty assessor may ask the GE Director for – and – receive a 5-day extension to the 7-day extension.
 - ii. If the faculty assessor fails to submit the Course Assessment Report data by the due date, the course will automatically be given a WARNING. The Unit Head will be notified that the course has been given a warning. The Unit must then collect new data the next semester the course is offered (excluding the spring/summer semester) and submit data by the deadline.
- b. If the last time the course was assessed, it was given a WARNING, the course will automatically be placed on PROBATION.
 - i. The Unit Head and Dean will be notified that the course is on PROBATION. The Unit must then collect new data the next semester the course is offered (excluding the spring/summer semester) and submit a CAR by the deadline.
 - ii. If the Course Assessment Report is not submitted by the deadline when the course is on PROBATION, the course will be removed from the General Education Program (see Section 5).

4. The General Education Committee (GEC) will review Course Assessment Reports that have been completed by the deadline.

- a. An acceptable CAR contains complete and accurate data and explains in enough detail how the Knowledge and Skills Student Learning Outcomes were taught, how the outcomes and objectives were assessed, as well as a meaningful analysis of the results and plans—if appropriate—for revision.
- b. If the CAR is acceptable, GEC may recertify a course for four years.
- c. If the CAR is acceptable, but GEC has some questions or concerns the course may be recertified for four years.
- d. If the CAR is not acceptable, the course will be given a WARNING. The Unit Head will be notified that the course has been given a warning. The Unit must then collect new data the next semester the course is offered (excluding the spring/summer semester) and submit data by the deadline.
- e. If the last time the course was assessed, it was given a WARNING, the course will be placed on PROBATION.
 - i. The Unit Head and Dean will be notified that the course is on PROBATION. The Unit must then collect new data the next semester the course is offered

(excluding the spring/summer semester) and submit an acceptable CAR by the deadline.

- ii. If the course was on PROBATION, and the CAR is not acceptable, the course will be removed from the General Education Program (see Section 5).

5. Course Removal and Reinstatement

- a. 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.
- b. Any student enrolled in the course prior to removal will receive GE credit.
- c. To be reinstated in the General Education Program, a course must go through the curriculum approval process in SAIL.