

Procedure **General Education Subcommittee
Responsibilities**

Procedure Number: 202.4.1
Date Adopted: 1/27/11
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References: Procedure 202.10, 202.20, 202.40
Approved by: ASCRC and General Education Committee

Curriculum Subcommittee Membership

General Education Curriculum Subcommittees are organized according to Groups II to XI, thus constituting ten (10) subcommittees.

- Group II: Mathematics
- Group III: Modern and Classical Languages
- Group IV: Expressive Arts
- Group V: Literary and Artistic Studies
- Group VI: Historical Studies
- Group VII: Social Sciences
- Group VIII: Ethics and Human Values
- Group IX: Democracy and Citizenship
- Group X: Cultural and International Diversity
- Group XI: Natural Sciences

The General Education Committee chair appoints Curriculum Subcommittee chairs for each of the ten Groups. The Curriculum Subcommittee chair should be from an academic unit or have expertise appropriate to the particular Subcommittee Group. When possible, the Curriculum Subcommittee chair is a member of the General Education Committee; when not possible, the General Education Committee chair requests a volunteer from former members of the General Education Committee. (Option 1) In general, Curriculum Committee will be comprised of other members of the General Education Committee, or, when possible, Curriculum Subcommittee chairs may select 2-5 faculty members with expertise in the particular Group to serve as Curriculum Subcommittee members. (Option 2) In the absence of a sufficient number of qualified volunteers, the Curriculum Subcommittee chair reserves the right to bring proposals before the full General Education Committee for consideration.

Review Assignments / Instructions

The Curriculum Subcommittee chair determines the schedule for completion of the review during the Fall semester and whether the Curriculum Subcommittee meets face-to-face, online, or by some combination. The General Education Committee prefers at least three members of the Curriculum Subcommittee to review each

proposal, when possible. Failing that, the chair of General Education Committee may appoint members of the General Education Committee to fill the remaining slots. The Curriculum Subcommittee chair assures that each member is provided with the Group criteria and outcomes, access to relevant curriculum policies, and proposals to be reviewed.

Subcommittee Responsibilities for Review of Course Proposals

Curriculum Subcommittees are responsible for the review of General Education courses proposed within their Group. Proposals are evaluated according to the applicable criteria and outcomes. The Curriculum Subcommittee ensures that the forms submitted are complete, including course syllabi and assessment materials. The subcommittee determines whether courses meet the Group's criteria and outcomes. This determination is made on the merits of the proposed courses, not the instructor. Curriculum Subcommittee chairs communicate with the unit chair/director and instructor about questions, concerns, and revisions relevant to proposals.

It is the responsibility of the Subcommittee Chair to:

1. Verify that the summary of proposals is complete.
2. Ensure curriculum proposal forms are completed correctly.
3. Identify significant difficulties or implications concerning a proposal, especially unintended consequences for other units.
4. Communicate in writing with unit chair/director and instructor about questions, concerns, and revisions. If a proposal is denied, the subcommittee chair will communicate the reasons for the decision in writing and the necessary revisions for the proposal to be successful upon resubmission. A deadline for resubmission will be provided that takes into consideration the timeline necessary to move proposals through the full GE Committee, ASCRC, and Senate in time to meet scheduled deadlines for entry into the catalog.
5. If a resubmission of a proposal is denied, the subcommittee chair will forward the proposal to the full GE committee for consideration and a vote. The subcommittee chair will communicate the result of this vote to the unit chair/director and instructor and inform them of the right to appeal, if denied.
6. Verify the accuracy of a summary consent agenda for ASCRC.
7. In the absence of voluntary Subcommittee participation, the full General Education Committee may take on the Subcommittee duties for that particular group.

