
Procedure **Review and Assessment of General Education Courses**

Procedure Number: 202.40
Date Adopted: 1984
Last Revision: 11/24/09, 05/04/17, 3/25/20
Approved by: General Education Committee, ASCRC, Faculty Senate

The General Education Committee is charged with implementing General Education Review and Assessment as follows:

1. The General Education Committee will implement a rolling review cycle that reviews courses every six(6) to seven(7) years to assure their continued alignment with the criteria and learning goals of the General Education Program.
2. GE groups will be reviewed once every six to seven years. The committee may choose from one (1) to three (3) categories to review per academic year. In years when the committee does not review GE groups, it may evaluate the General Education Program to advance program improvement and accreditation.
3. The General Education Committee will provide notice of the procedures and timelines for review and assessment by communicating this to all instructors end of spring semester and beginning of fall semester of each year. At the last meeting spring semester, the Committee will determine whether to conduct rolling review or evaluate the General Education Program in the fall. If the committee chooses to conduct rolling review, the groups reviewed will be included on the curriculum deadline memo sent to all faculty the end of spring semester.
4. Instructors seeking to renew GE designations will submit (a) a course syllabus, (b) a completed General Education Form, (c) samples of course activities that document how the GE Learning Goals are attained, and (d) an assessment report that includes an analysis of student outcomes with respect to the GE Learning Goals.
5. The General Education Committee will work with Academic Affairs to coordinate and host collegial workshops that are timed appropriately to assist faculty members with their submissions and GE assessment strategies.
6. GE review subcommittees are normally made up of faculty who teach within that GE group, a student representative, and members of the General Education Committee. Participation will be voluntary, but all faculty members who submit or teach courses within the GE Group will be invited to participate.
7. Subcommittee chairs will be responsible for coordinating subcommittee activities and communicating its findings and recommendations to the General Education Committee. The subcommittees will (a) check that each submission is complete, (b) examine syllabi and course materials to verify that each course meets the current GE criteria, and (c) request more

information from faculty if needed.

8. Courses that meet the current GE criteria will be recommended for renewal of their GE designations. If a course does not appear to meet the GE Group criteria the issue will be discussed by the General Education Committee and instructor will be informed of needed revisions.
9. Courses that do not submit assessment data will be given provisional status until the data is received. Existing courses that are given provisional status will retain the designation in the catalog. New courses given provisional status may be entered into the catalog.
10. Rolling review results will be reported to Faculty Senate annually. At the end of each cycle, the General Education Committee will collaborate with Academic Affairs to improve the General Education Program.
11. The General Education Committee may organize workshops to invite broader discussion of the General Education Program.