# Description: FSonllyDescription: umlogostretch450mwProcedure ~~Guidelines for~~ Review and Assessment of General Education Courses

Procedure Number: 202.40
Date Adopted: 1984
Last Revision: 11/24/09 05/04/17

Approved by: General Education Committee and ASCRC

The General Education Committee is charged with ~~the following responsibilities~~ implementing General Education Review and Assessment as follows:

1. The General Education Committee will implement a rolling review cycle that reviews courses every seven years to assure their continued alignment with the criteria and learning goals of the General Education Program.
2. Two GE groups will be reviewed each year for five years. The sixth and seventh years will be set aside for evaluation and reporting 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 in May and September of each year.
4. Instructors seeking to renew GE designations will submit (1) a course syllabus, (2) a completed General Education Form, (3) samples of course activities that document how the GE Learning Goals are attained, and (4) 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 will be made up of faculty who teach within that GE group 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 their findings and recommendations to the General Education Committee. Review 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. In the event that a course does not appear to meet the GE Group criteria, this will be communicated promptly to the instructor and to the Chair of the General Education Committee to facilitate revision or appeal.
9. Rolling Review results will be reported to Faculty Senate annually. At the end of each seven year cycle, the General Education Committee will collaborate with Academic Affairs to produce a more comprehensive analysis and report that includes recommendations for improving the General Education Program and these procedures.
10. At the end of each rolling review cycle, and/or from time to time during the cycle, a conference or additional workshops should be organized to invite broader discussion of the General Education Program, including its purpose and effectiveness, to generate additional ideas for improvement, and to revitalize this essential component of our curriculum and learning community.
* ~~Review all general education courses every four years to determine if they still meet and conform to the criteria and learning goals (three groups per year). Each course should be considered as if it were being proposed for the first time.~~
* ~~At the beginning of the year the General Education Committee (GEC) will determine which groups to be reviewed and establish the appropriate subcommittees and timelines.
Normally subcommittees shall be chaired by a member of the GEC with members from the appropriate disciplines. Subcommittees shall consist of 3-5 members.~~
* ~~The GEC Chair will provide each unit the list of courses to be reviewed in that unit.   Each unit is responsible for retaining or withdrawing the general education status of its course(s) by the stated deadline.~~
* ~~The Registrar will provide a list of dormant courses.  Any course not offered within the last three years may be stricken from the list in consultation with the Registrar's Office and the offering department. Ordinarily, a course for general education ought to be offered at least twice in four years.~~
* ~~Most courses can be reviewed adequately from the general education form and syllabus, but in some cases, a subcommittee may wish to ask for additional materials.~~
* ~~The subcommittee should note any inconsistencies between the course and the criteria/learning goals. The subcommittee will communicate any necessary adjustments to the instructor. The instructor and/or chair have the options of requesting reconsideration by the GEC or of modifying the course to fit the current criteria/learning goals.~~
* ~~The subcommittee should determine whether the criteria/learning goals themselves may require review and communicate any recommendations to the GEC.~~