

General Education Changes

Academic Affairs – Curriculum and Programs

CWU Policy 501-16

Effective: June 15, 2022

Policy Review Date: YEAR

Policy Executive: Provost and Executive Vice President of Academic Affairs

Responsible Office/Unit: Faculty Senate

Policy Statement:

Applicability:

Content:

Policy

(1) Structural Changes to the Program.

- A. Structural changes to the general education program that do not require inclusion in the online electronic catalog or integration into PeopleSoft are addressed in this section. Structural changes to the general education program will have broad impact on university constituents. The program will be flexible enough to implement reasonable and justifiable improvements to its structure, but the known and reasonably anticipated benefits of a proposed change must be weighed against the known and reasonably anticipated costs, both quantifiable and less quantifiable. Faculty are invited and encouraged to suggest improvements to the program using the process outlined in CWU 501-16 (B), (C), (D), and (E).
- B. Initiation of Structural Changes.
 - 1. Proposals to recommend changes to the general education program may originate from any faculty member. Proposals must use the form provided by the GEC to outline proposed changes, their justification and a summary of potential impacts on departments, faculty and students.
- C. Review of Structural Changes.
 - 1. The GEC will review proposed changes, work with a Budget and Financial Affairs representative and the Senate Budget and Planning Committee to develop, discuss and evaluate anticipated costs and benefits, and decide whether to propose the change to the faculty senate for approval. The GEC may invite proposal originators and other interested

constituents to a committee meeting to discuss proposals. GEC reserves the right to engage in broader faculty consultation (i.e., a faculty forum, surveys, etc.) prior to deciding whether to forward proposed changes to the faculty senate.

D. Approval of Structural Changes.

1. The GEC will recommend structural changes through a formal motion at a faculty senate meeting. Structural changes must be approved by a simple majority vote of those present and voting at the meeting during which it is read for the second time.

E. Timeline for Structural Changes. Proposals must follow the general education deadlines posted by the GEC. Structural changes cannot be implemented sooner than the subsequent fall.

(2) General Education Curriculum Changes.

A. Any general education curriculum program changes (including course additions, deletions, or revisions) that require inclusion in the online electronic catalog or integration into PeopleSoft (including changes to academic requirements, course additions, course deletions, and the program narrative are addressed in this section.

B. Initiation of General Education Curriculum Changes.

1. Faculty proposing general education curriculum changes will submit a completed general education proposal through Curriculog. Depending on the type of proposal (e.g., existing course with changes, new course, or existing course with no change), additional curriculum forms may be required. Proposals must follow the catalog deadlines posted by the FSCC and the general education deadlines posted by the GEC. All proposals will be reviewed by the GEC.

C. At least once per year, in accordance with curriculum deadlines, the GEC will prepare a program change proposal that includes all curriculum changes approved by the GEC. The proposal will follow the established procedures in CWU 501-04.

D. Timeline for Curriculum Changes.

1. Proposals must follow the catalog deadlines posted by the FSCC and the general education deadlines posted by the GEC. If proposals do not require clarification and revision, they must proceed through the process immediately. The proposal originator is responsible for tracking the proposal's progress through Curriculog. Curriculum proposals must not remain in any campus office longer than the established number of calendar days, up to GEC and faculty senate review. Proposals that require clarification and/or revision will be returned to the originator, who then must resubmit by the established deadline.

E. Campus Review of Curriculum Changes.

1. All structural and curriculum proposals approved by the GEC will be published on a log for campus review for a period of two weeks. Any member of the academic community may request a hold on GEC action by submitting a completed hold petition form.
 - a. The hold petition form requires a justification for the hold, including the impacts of course addition or deletions on departments; a list of the affected department(s); and written, dated proof of notification of affected department(s) and dean(s). The form

must be submitted to the faculty senate office one week prior to the next GEC meeting.

- b. The party originating the hold must notify the affected department(s) of the justification for the hold. A memorandum of resolution must be submitted to the GEC within two weeks after the hold has been recorded. If a resolution has not been reached, a representative for the department(s) involved will appear before the GEC for a decision at the next scheduled meeting.

History:

Responsibility: Faculty Senate; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Provost's Council: 05/24/22; Cabinet/UPAC; Review/Effective Date: 07/2009; 2/20/2019; 06/15/2022; Approved by: A. James Wohlpart, President
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