

Faculty Senate General Education Committee Procedures

Purpose of the Faculty Senate General Education Committee as Defined by the Faculty Code. The Faculty Senate General Education Committee shall be concerned with the study, development, and improvement of the General Education program. The committee shall review and recommend programs and policies of General Education in close cooperation with the college deans. [BT Motion 01:31, 5/11/01]

Responsibilities of the Committee.

- The Faculty Senate General Education Committee (GEC) receives charges from the Faculty Senate Executive Committee.
- The GEC reports to the Faculty Senate Executive Committee and to the Faculty Senate.
- The GEC has two subcommittees:
 - The GEC Curriculum and Assessment Subcommittee is responsible for: (1) managing the curriculum submission and review process, and (2) organizing and reviewing General Education materials for assessment.
 - The members of the GEC Coordination and Management Subcommittee (Pathway Coordinators) are responsible for oversight of the General Education pathways.

Elections

Election of General Education Program Director. The General Education Program Director will serve as the committee chair. All faculty members who have served on GEC at least one academic year and have taught a General Education course within the last four years are eligible. Each Program Director will serve a three (3) year term, comprising one (1) year as program director-elect followed by two (2) years as program director. GEC will forward the program director-elect nomination to the Faculty Senate Executive Committee for ratification at the January Faculty Senate meeting.

Election of Pathway Coordinators. Pathway Coordinators will be elected from among the faculty who teach at least one (1) course in the respective pathway and will serve a two (2) year term. Interested applicants will submit a letter detailing their experience and interest in General Education and this position to the General Education Director in January. Elections of Pathway Coordinators will take place in February, and the new term will begin June 16. Elections are managed by the GEC, and final candidates are ratified by the Faculty Senate.

- Replacements and terms of absence (e.g. sabbatical, medical leave, and other reasons).
 - Individuals who are taking leave should seek a replacement to serve during their leave time, and provide the name of the potential substitute to the GEC.
 - Substitutes will be voted on by the GEC.
 - The GEC may appoint someone to fill a Pathway Coordinator position for short-

- term absences of less than one academic year.
- Terms of absence do not change original term dates.

Responsibilities of the General Education Director.

1. Program Leadership and Advocacy

- Plan and run meetings of the GEC.
- Serve as liaison to Faculty Senate and the Office of the Provost.
- Represent GEC interests as needed.
- Guide development and implementation of a strategic plan for general education.
- Ensure orientation for new committee members.
- Articulate purposes of general education to a variety of audiences including, but not limited to, students, faculty, administration, and other stakeholders.
- Coordinate resolution of academic issues with departments.
- Work with the Public Relations and Academic Advising offices to establish a diverse public relations plan and oversee development of timely promotional materials including, but not limited to, website, social media, printed copy, and customized items.
- Collaborate with GEC to allocate available resources in support of general education.
- Oversee election process for Pathway Coordinators

2. Program Development

- Work with faculty to promote coherence in the General Education curriculum.
- Promote nationally-recognized best practices in program development and course delivery.
- Ensure curriculum is consistent with university policy and procedure.
- Coordinate the development of the General Education curriculum in conjunction with GEC and other entities as needed.
- Oversee coordination of course availability, including online offerings
- Initiate review of General Education policies and procedures annually and as charged by Faculty Senate Executive Committee.
- Assist colleges, departments, and faculty interested in developing courses for the General Education curriculum.
- Review Knowledge Area assessment data in collaboration with the GEC.
- Communicate responsibilities to Pathway Coordinators and collaborate on appropriate projects.
- Advocate for fiscal support for the General Education program and other initiatives
- Oversee annual General Education learning outcomes assessment in collaboration with the Office of the Associate Provost.
- Complete and submit assessment reports to Faculty Senate and Provost.

3. Professional Development
 - Engage in scholarly activity or scholarship related to general education.
 - Coordinate professional development workshops for faculty teaching general education courses.
 - Teach at least one (1) general education course every other academic year.

4. Management
 - Work with the Faculty Senate, Office of the Provost, Institutional Effectiveness, and other entities as needed to ensure effective, organized, and feasible design, implementation, analysis, documentation, and funding of the General Education Program.
 - Submit budgetary requests as needed.
 - Facilitate review of student substitution requests.
 - Support the articulation of General Education courses with community colleges.
 - Communicate with the campus about issues related to General Education.
 - Prepare, distribute, and update information regarding General Education graduation requirements.
 - Prepare reports related to General Education for Faculty Senate.
 - Prepare appropriate assessment reports related to General Education in collaboration with the Office of the Provost.

Responsibilities of the Pathway Coordinators.

1. Pathways in the General Education program include:
 - i. First Year Experience (FYE, Academic Writing I, and Quantitative Reasoning)*
 - ii. Health & Well-being
 - iii. Civic & Community Engagement
 - iv. Sustainability
 - v. Social Justice
 - vi. Perspectives on Current Issues
 - vii. Ways of Knowing

* The First Year Experience component of Central’s General Education program is not strictly defined as a pathway; however, similar coordination is required to ensure its offerings, faculty, and participating departments are cohesive and effective.

2. Pathway Coordinators are responsible for oversight of the General Education pathway for which they are elected. Oversight duties include:
 - Coordinate and contribute to at least one group advising session per quarter for students choosing the pathway.
 - Liaise with Academic Advising about pathway offerings, in collaboration with the General Education Director.
 - Teach one course relevant to the pathway per academic year - either a culminating

- experience or a course within the pathway.
- Provide timely updates about pathway changes to Academic Advising and affected groups.
 - Participate in outreach events and marketing efforts to promote the General Education program.
 - Attend monthly meetings of the Pathway Coordinators and General Education Director.
 - Serve as a liaison between pathway instructors and GEC to represent concerns and interests of the pathway as necessary.
 - Work with departments to schedule an engaging, effective, and equitable array of course offerings in the pathway.
 - Ensure course offerings meet a range of pathway criteria.
 - Request and collate assessment materials for courses in the pathway in relevant knowledge areas each year.
 - Review assessment data and work with individual instructors in the pathway to ensure that course-specific pathway criteria are being met.
 - Coordinate professional development opportunities for instructors teaching in the pathway:
 - Organize opportunities (informal or formal) for pathway faculty to share and connect curricular elements.
 - Facilitate faculty collaboration to support cohesion throughout pathway coursework.
 - Encourage instructors and departments to maintain current course content.

Responsibilities of the Committee Secretary.

- Prepare minutes of each meeting, including dates and times of meetings; names of attending and absent committee members; and motions as approved by the committee.
- After committee approval, secretary shall forward minutes to Faculty Senate Office.

Responsibilities of Committee Members.

- Committee members shall attend committee meetings regularly. Failure to attend regularly may result, if the committee so decides, in expulsion from the committee. Committee members shall also participate actively in the work of the committee.