**Date:** 11 September 2012

**Submitted by:** Dr. Randy Pembrook, VPAA, ext. 2546

**SUBJECT:** Change in the Faculty Handbook—General Education Committee

**Description:**

With the approval of the new student learning outcomes, the function and composition of the general education committee needs to be modified as well in the Faculty Handbook (Section One VII.B.6)

<table>
<thead>
<tr>
<th>Current Wording:</th>
<th>Proposed Wording:</th>
<th>Faculty Affairs Committee Approved Wording:</th>
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<tbody>
<tr>
<td>The function of the General Education Committee is to assist faculty members to develop or modify courses that facilitate the acquisition of skills listed in the General Education Statement, and to approve courses for general education based on the criteria established by the General Faculty.</td>
<td>The function of the General Education Committee is to assist faculty members to develop or modify courses that facilitate the acquisition of the student learning outcomes (SLOs) listed in the General Education Statement, and to approve courses for general education based on the criteria established by the General Faculty.</td>
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<td>If a course is disapproved by the Committee, the rationale for such action will be written with reference to the adopted standards and communicated to the VPAA and the sponsor.</td>
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<td>Once a course is approved by the Committee, it will be the responsibility of the sponsoring department to review its implementation and assess its effectiveness at least every five years. The results of the review and assessment will be forwarded to the VPAA. Any change in the course's targeted skills or in its general content or format must be submitted to the General Education Committee for approval.</td>
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VPAA, one faculty member from each division of the College, one faculty member each from the Schools of Applied Studies, Business and Nursing, and one library faculty member. Faculty members are elected by their constituent units.

Two members of the University Assessment Committee will be ex-officio members and appointed by the VPAA with input from Faculty Senate and Assessment Committee. These ex-officio members of the General Education Committee will provide expertise on assessment and facilitate communication between the General Education Committee and the Assessment Committee.

Approved – 10-5-12
   Royce Kitts
   Keith Mazachek
   Diane McMillen
   Marguerite Perret
   Bill Roach
   David Rubenstein
   Sarah Ubel, Chair
   Kerry Wynn

Financial Implications: None

Proposed Effective Date: Fall 2012

Request for Action: Approval by FAC/FS/ Gen Fac/BOR

Approved by: AAC on date
   FAC on 10-5-12
   Faculty Senate on 10-22-12

Attachments Yes □ No X