

## General Education Committee

The General Education Committee is a Standing Committee of the Academic Senate.

The Committee consists of thirteen voting members:

1. Faculty: Ten members, each to be elected for a three year term by the University faculty, to represent the entire University. One shall be elected from each of the schools. In addition, two shall be elected from among the schools of Arts and Humanities, Natural Sciences, and Social Sciences with no more than two from any school. In the event of a failure to elect a member, or should a member become unable to serve, a replacement from the appropriate school shall be appointed by the Executive Committee until such time as the position can be filled by election.
2. Students: Two students designated by the Associated Students, Inc.
3. Ex-Officio: One representative from the Office of the Provost.
4. Chair: The Chair should be nominated and elected from the elected members of the Committee.
5. The Committee shall also include one non-voting representative appointed by the Vice President for Student Affairs.

The Committee's responsibilities are as follows:

1. Evaluating and approving courses for inclusion in the General Education program.
  - A. When evaluating proposed courses the Committee must follow the general statewide requirements of Executive Order 595 as well as the specific local criteria approved by the Academic Senate and the Provost.
  - B. Course approval shall be based upon the written criteria and upon policy guidelines provided by the Academic Senate as approved by the Provost.
  - C. When proposals are rejected by the General Education Committee written reasons will be provided.
2. Coordinating a regularly scheduled review of General Education courses to ensure compliance with General Education policies and guidelines.
  - A. All General Education courses will be subject to periodic and detailed review.
  - B. A course which appears to be in serious violation of General Education policy and guidelines and/or is inconsistent with the approved course proposal, may be reviewed at any time.
3. Implementing General Education policy and guidelines as adopted by the University.
4. Implementation of General Education guidelines.
  - A. Courses found in violation of current General Education policies and guidelines (e.g., failure to meet the writing requirements, exceeding enrollment limits, failure to offer courses consistently) as well as courses whose grading significantly deviates from recognized practices are subject to deletion from General Education. The Provost's Office shall issue a notice of violation and identify the remedial action that must be taken and a deadline for compliance. If remedial action is not taken by the date specified, the course will be removed from the General Education program.

- B. A failure by Departments/Programs to fully participate in the process of periodic reviews will result in the removal of the subject course from the General Education program.
- 5. Submitting, on a yearly basis, a report on the status and functioning of the General Education program as a whole to the Executive Committee of the Academic Senate.
- 6. Developing and forwarding to the Executive Committee of the Academic Senate recommendations for changes in General Education policy.

**Appeals/Reinstatement:**

- 1. A department or program may appeal to the Provost a decision by the General Education Committee that a department or program course is in violation of General Education policy. If the appeal is upheld, the matter shall be remanded to the General Education Committee for reconsideration. If the Committee rejects the decision of the Provost, the appeal shall be forwarded along with the recommendations of the Provost and the General Education Committee to the Academic Senate for final resolution.
- 2. Courses which have been proposed for inclusion in the General Education program, but have been rejected by the Committee, may be resubmitted no sooner than the following semester. Courses that have been removed from the General Education program may be considered for reinstatement, if requested by the Department/ Program, no sooner than one calendar year from the date of the notice of removal. Reinstatement will be treated in the same way as a new submission.

**Exceptions to General Education Requirements:**

- 1. Requests for exceptions to the General Education requirements submitted by high-unit professional degree programs will be received and considered by the General Education Committee.
  - A. Academic justifications for such requests are to be presented to the Committee.
  - B. If the request concerns campus policies alone, the Committee's recommendations, with complete documentation, will be forwarded to the Provost.
  - C. If the request concerns system-wide policies, the Committee's recommendations, with complete justification, will be forwarded to the Provost for submission to the Chancellor's Office.
- 2. Individual student requests for exemptions or substitutions shall be received and acted upon by the Student Academic Petitions Committee.

**Approved by Academic Senate 11/9/98**