

UPS 411.200

GENERAL EDUCATION GUIDELINES AND PROCEDURES: NEW AND EXISTING COURSES

I. EVALUATING COURSES FOR INCLUSION IN THE GENERAL EDUCATION PROGRAM

Courses that may qualify for inclusion in the general education program include: (a) new courses proposed for inclusion in the university curriculum, (b) courses that are already a part of the university curriculum, and (c) semester course offerings arising under a variable-topics course that has already been approved for general education. Courses offered as specials may not carry general education credit.

- A. New courses proposed for inclusion in the general education program, as part of the regular university curriculum shall be routed for all-university review and recommendation to the General Education Committee following departmental and college-level review. Please see UPS 411.100,
- B. Departments offering a course that is already part of the university curriculum (i.e., which has undergone full review and approval and has been added to the catalog) may seek, via written request, inclusion of the course in the general education program. Upon receiving such written requests, the Office of Academic Programs will (a) publicize a full list by GE category to college deans, department / division chairs, and members of the Academic Senate and faculty, and (b) forward them to the General Education Committee for review. Electronic mail shall qualify as publicizing for these purposes. Committee review will take place principally on the basis of UPS 411.201, *General Education: Goals for Student Learning*., and on department responses to the *General Education Curriculum Review Questions*. The General Education Committee shall forward its recommendations to the Academic Senate for review and recommendation to the President.

- C. When departments offering an approved general education variable topics (VT) course seek to add a new topic, the new topic may be approved for the general education program upon a sufficient showing that the new topic will meet the appropriate general education learning goals, found in UPS 411.201. When a new topic is proposed for such a VT course, a full description of the proposed new topic shall be forwarded to the office of Academic Programs via the college dean. A complete syllabus and answers to the *General Education Curriculum Review Questions* shall be provided to the Office of Academic Programs. After review, the Associate Vice President, Undergraduate Programs, shall forward the VT proposal to the General Education Committee for placement on the Committee's consent calendar. Authorization to offer the new topic shall be given upon Committee approval, without further approval by the Senate or the President.

II. EVALUATING COURSES FOR CONTINUED INCLUSION IN THE GENERAL EDUCATION PROGRAM

- A. After consultation with the General Education Committee, the Office of Academic Programs shall at least annually announce a review of a portion of courses in the general education program such that over an eight year period all general education courses will undergo periodic review. This program of review shall be announced in a timely fashion to college deans, department / division chairs, members of the Academic Senate, and other members of the University community. Announcement may be accomplished via electronic mail.
- B. Committee review will be guided by UPS 411.201. Consultation with departments, divisions or programs shall provide ample opportunities to update courses to meet the goals and objectives of UPS 411.201. Sponsoring units may withdraw courses from the general education program.
- C. Outcomes of the Committee review may include (a) continued inclusion of the course in the general education program, (b) continued inclusion in the general education program but subject to another review in a subsequent semester, or (c) withdrawal of the course from the general education program. Outcomes (a) and (b) shall be reported to the Associate Vice President, Undergraduate Programs. Outcome (c) shall constitute a recommendation to the Academic Senate, except where a department / division / program voluntarily withdraws a course from the general education program.

EFFECTIVE DATE: November 8, 2006

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and ASD 06-87

Source: General Education Committee