**General Education Committee Report  
4/12/21 Blue Jeans Meeting**

**Attendees:** N. Cooley, E. Hawkley, D. Murphree, B. Nielsen, D. Padilla, and L. Walsh (chair)

The committee worked on editing a new submission form for new lower-division general education courses and for existing courses that are being revised to be general education courses. A sample form will be included in the May Faculty Senate packet.

A few elements of the submission process are worth noting.

The committee agreed that submitters need to be full-time teaching faculty (rather than part-time) as these staff members are trained in articulating course objectives, general education objectives and assessment and have a long-term perspective for department needs. As well, it is by far simpler for the committee to communicate with full-time employees. Part-time faculty are often quite busy with other obligations and are difficult to reach in a timely fashion. While a full-time faculty member would be responsible for developing a general education course, who teaches such courses remains a department decision.

The committee also agrees that prior to submission to the committee department faculty should review general education course syllabi to ensure a course meet the needs of the general education objectives for a given area and that syllabi are complete in this regard. After this review process the department chair would approve the course for submission. There is considerable expertise in departments and ideally this expertise should be engaged for producing course learner objectives, corresponding general education objectives and assessments for new general education courses. Syllabi that are not complete will be returned for revision.

The committee is also asking for a brief summary of why the courses should be general education program along with a short explanation of how course content will address course/general education learning objectives. The idea here is to provide some context for the course and avoid asking faculty to meet with the committee to explain the addition of a course as has been done in the past. Few faculty have the time to appear in committee to explain/support their courses.