

## Course Recertification Procedures

General Education, Writing Requirement and Math Requirement courses are evaluated for recertification on a rotating schedule, ~~at the same time that faculty evaluations are administered. The course recertification procedures include specific questions addressing the course's general education, writing and math component. New applications for general education designation should not be submitted for this process.~~

### GEC Chair

The Chair of the General Education Committee (GEC) shall

1. In the Fall of each academic year, determine the courses that are to be evaluated for recertification each year. These courses should
  - a. have had their last recertification at least THREE years prior;
  - b. include ~~large and medium sized courses a range of enrollment sizes based on recent enrollments;~~
  - c. ~~typically~~ include courses with the International (N) and Diversity (D) designations.
2. Identify recertification reviewers, who shall be drawn from the regular members of the GEC.
3. Assign one recertification reviewer to each course that will be evaluated.
- ~~2.4. Send a letter explaining the recertification process to the chairs of the departments that offer the courses that will be evaluated.~~
- ~~3. Form a recertification committees consisting of at least three persons drawn from current members and liaisons of the GEC.~~
- ~~4. Assign courses to each the recertification committee.~~

### Recertification Committees and Teams

~~For each course assigned to a the recertification committee, the committee is expected to provide a written report on the current status of the course and to make a recommendation on the course to the GEC, which will make the final decision on whether or not to recertify the course. The recertification committee's report shall be based on current standards for general education courses, the existing course syllabus, at least one class visits, and one or more meetings with the instructor. New applications for general education designation should not be submitted for this process.~~

~~Each The recertification committee should assign one or two members, called the recertification team, to conduct the evaluation of each course. The course evaluation and recommendation to the GEC should be prepared in collaboration with the full recertification committee. In order to facilitate the start of the process, the chair of each recertification team will be the person whose last name is the first one in lexicographical order. The members of~~

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~~each recertification teams should decide if they want to keep or change their committee's designated chair.—~~

~~During For each class visit course being evaluated, the recertification team committee representative should:~~

- ~~1. Attend class for the entire period and gather information that will help them determine if the classes are consistent with the syllabus and includes components appropriate to the general education designation(s).~~
- ~~2. Conduct interviews with students during the last 15 minutes of the class to confirm their knowledge of general education focus and requirements in the course.~~

### **Recertification Review Process**

The recertification reviewer shall

- ~~1. Inform the course instructor of the evaluation process.~~
- ~~3-2. Request the current syllabus and supplementary course information.~~
- ~~4. **Contact Instructor**~~

- ~~1. Inform instructor of Evaluation process~~
- ~~2. Request current syllabus by specific deadline~~
- ~~3. Set up initial meeting of instructor with assigned committee member~~

### **Review Syllabus**

- ~~5. Review the current syllabus and supplementary information to determine if the course meets the current standards for the assigned general education designation(s).~~
- ~~3.~~

If the recertification reviewer chooses to proceed to an instructor meeting and class visit, or if the course has been randomly selected for an instructor meeting and class visit, the recertification reviewer shall

- ~~1. Set up an initial meeting with the instructor(s) to d**First Instructor Meeting**~~
- ~~2-1. Discuss the syllabus, course objectives and structure, and to describe the activities that will take place during the class visit.~~
- ~~2. Set up times to visit class (lecture and discussion sections if appropriate). Visits should not take place at the same time as class exams. This may not be necessary for online classes.~~

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3. Attend class for at least one entire period and gather information that will help determine if the classes (lecture and, if applicable, discussion) are consistent with the syllabus and includes components appropriate to the general education designation(s).
4. Interview students to confirm their knowledge of the general education focus and requirements in the course.
5. For online classes, these “visits” should be done online.

**~~6. Second Instructor Meeting~~**

- ~~7-6. Set up a second Recertification committee meets with instructor meeting to discuss findings and any issues, in draft report.~~

**Report**

1. The recertification reviewer shall team works with the full recertification committee to prepares a brief final report to the GEC. This report should include a summary of the findings and, if possible, a recommendation to Recertify or Revoke the General Education designation. A recommendation should only be made if it is a unanimous decision of the full recertification committee. If the recertification committee cannot arrive at a unanimous recommendation, the report should be presented without any recommended course of action to the GEC.
2. In all cases, the GEC makes the final decision on the proposed action.

**Instructor/Department Meeting**

If the GEC decides to revoke the general education designation of a course, and for other cases at their discretion, the GEC Chair and/and or Co-Chair shall meets with the instructor and the Chair of the academic unit responsible for the course to discuss the report and the final decision.

**Registrar**

The GEC Chair shall informs the Registrar’s office of any action to be taken regarding the each course.