

## Description of the General Education Committee Course Review Process

February 1, 2017

**Overview:** The UF General Education Committee oversees the approval of all general education designations for courses that fulfill requirements in Humanities, Natural/Physical Sciences, Social Sciences, and International and Diversity content. The members of the committee, composed of faculty that are Faculty Senate appointees, at-large delegates, and invited liaisons, meet monthly to consider requests for general education designations for courses submitted by faculty through the web-based Approval System ([approval.ufl.edu](http://approval.ufl.edu)), which is shared by the University Curriculum Committee and the Graduate Curriculum Committee.

The review process described herein is intended to streamline the work of the General Education Committee by including “pre-review” of all requests for upcoming meetings and thus allowing submitters of requests time to respond to recommendations of the Committee prior to the meetings. Desired outcomes of this review process include enhanced preparation of information provided in requests prior to meetings, advanced notice to submitters of requests of concerns and recommendations of the Committee, and opportunity to focus meeting discussion on the heart of the Committee’s concerns about each request. This review process will nurture a more collaborative, mentoring relationship between the submitters and the General Education Committee and will provide members an opportunity to assume leadership roles and gain ownership of the work of the Committee.

**Description of the Review Process:** Each month, three or more Committee members will work closely with Casey Griffith in the review of submitted courses for the upcoming meeting. Casey Griffith will send out review assignments to the participating members, who will provide questions, comments, and concerns that Casey will compile. The reviewers and Casey Griffith will meet to discuss the compiled list of questions, comments, and concerns and to provide an overall recommendation for the request, and Angela Lindner will subsequently review and finalize the list of questions, comments, and concerns.

At least 5-7 days prior to the meeting, Angela Lindner and Casey Griffith will send the questions, comments, and concerns for each course to its respective submitter and work with the submitter to prepare responses. The submitter will

upload revisions to the original material submitted in response to the reviewers' questions, comments, and concerns prior to the meeting. Casey Griffith will send the compiled list and the suggested recommendations to all General Education Committee members to allow review prior to the meeting.

Ideally, the submitter or a representative will attend the meeting to field remaining questions from the Committee members. Members serving as reviewers will be prepared to describe the recommendations they prepared in advance of the meeting. The outcome of the Committee deliberation during the meeting will be one of the following recommendations, which are aligned with the same set of recommendations used by the University Curriculum Committee:

- **A** = Approved, course request is approved and no further revision or information is needed from the submitter
- **CA** = Conditionally Approved, course request will not be presented to the Committee again on the condition that the submitter makes revisions requested by the Committee
- **D** = Denied, course request is denied and will not be considered again in its current form by the General Education Committee
- **R** = Recycled, submitter is requested to make changes to the submitted information, which will be reviewed by the General Education Committee in the next (or other designated future) meeting
- **T** = Tabled, course request is deferred to a future meeting until the submitter is prepared to present the request

#### **Timeline of Monthly Review Process:**

- Submission of requests in the approval system
  - Two weeks prior to GEC meeting (Friday)
- Assignments to the reviewers
  - 10 week days prior to GEC meeting (Monday)
- Review meeting
  - 8 week days prior to GEC meeting (Wednesday)
- Release of reviewers' recommendations to submitters
  - 7 week days prior to GEC meeting (Thursday)
- Responses to reviewers' recommendations by submitters
  - 2 week days prior GEC meeting (Wednesday)

**Review Assignments for Spring 2017 Meetings:** General Education Committee members not currently serving as a sub-committee chair or member of the Assessment Sub-committee will be assigned review responsibilities. Should a member not be able to fulfill their responsibility to review, they will contact Casey Griffith one month in advance in order to have ample time to find a replacement.

### February 2017

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