

## General Education Course Recertification 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 reviewed each year. These courses should
  - a) Have had their last review at least THREE years prior
  - b) Include large and medium-sized courses based on recent enrollments
  - c) Include courses with the International (N) and Diversity (D) designations
2. Send a letter explaining the review process to the chairs of the departments that offer the courses that will be reviewed.
3. Form review committees consisting of at least three persons drawn from current members and liaisons of the GEC. Assign courses to each review committee.

### Review Committees

For each course assigned to a review 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 re-certify the course. The review committee's report shall be based on current standards for general education courses, the existing course syllabus, class visits, and meetings with the instructor. New applications for general education designation should not be submitted for this process.

Each review committee should assign one or two members, called the review team, to conduct the review for each course. The course evaluation and recommendation to the GEC should be prepared in collaboration with the full review committee. In order to facilitate the start of the process, the chair of each review team will be the person whose last name is the first one in lexicographical order. The review teams should decide if they want to keep or change this designated chair.

During each class visit the review team should

- 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).
- 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.

### Review Process

1. Contact Instructor
  - Inform instructor of review process
  - Request current syllabus by specific deadline
  - Set up initial meeting of instructor with assigned committee members

2. Review Syllabus
  - Review the current syllabus to determine if it meets the current standards for the assigned general education designation(s)
3. First Instructor Meeting
  - Discuss syllabus, course objectives and structure
  - Describe the activities that will take place during the class visit
  - 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.
4. Class Visit
  - Determine if the classes (lecture and discussion) are consistent with the syllabus and includes components appropriate to the general education designation(s).
  - Interview students to confirm their knowledge of general education focus and requirements in the course.
  - For online classes, these “visits” should be done online.
5. Second Instructor Meeting

Review committee meets with instructor to discuss findings and issues in draft report.
6. Report

Review team works with the full review committee to prepare a 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. The recommendation should be made if it is a unanimous decision of the full review committee. If the review committee cannot arrive at a unanimous recommendation, the report should be presented without any recommended course of action to the GEC. In all cases, the GEC makes the final decision on the proposed action.
7. Instructor/Department Meeting

The Chair and co-chair of the GEC meets with the instructor and the Chair of the academic unit responsible for the course to discuss the report and the final decision.
8. Registrar

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