



SUBJECT: GENERAL EDUCATION COMMITTEE

I. PURPOSE: To define the responsibilities, scope, membership, and general operating guidelines for the campus-wide General Education Committee (GEC).

II. REFERENCES

SUU Policy and Procedures 6.8 Development and Revision of Curriculum:
Introduction

SUU Policy and Procedures 6.8.1 University Undergraduate Curriculum Committee
Membership and Role

SUU Policy and Procedures 6.8.2 Undergraduate and Graduate Curriculum
Development and Revision – Proposing New Curriculum or Curriculum Changes

USHE Policy R470 – General Education, Common Course Numbering, Lower-
Division Pre-Major Requirements, Transfer of Credits, and Credit by Examination

Association of American Colleges & Universities (AAC&U)
(<http://www.aacu.org/resources/generaleducation/index.cfm>)

Essential Learning Outcomes (ELO) and SUU ELO Definitions
(<http://www.suu.edu/academics/provost/resources.html>)

III. POLICY:

A. Scope

The General Education Committee (GEC) is comprised of faculty from academic programs and is responsible for providing quality and oversight of all of the General Education courses offered at SUU, and it is expected to ensure compliance with state-mandated policies on General Education and alignment with SUU's strategic and academic plans.

B. Membership: The GEC is composed of members selected as follows:

1. The Associate Provost, or a designee selected by the Provost, serves as chair of the committee and votes only in case of a tie;
2. Faculty representative(s) are selected from each academic College/School based on the following distribution: 1 Business, 1 COEHD, 1 CPVA, 2 COSE [1 in life science and 1 in physical science], 2 HSS [1 in humanities and 1 in social & behavioral sciences], 1 University College), and 1 representative from the Library. GEC members serve a three-year term of membership. Faculty representatives are selected jointly by the Provost and the President of the Faculty Senate in consultation with the Dean of each College/School and the Library. Representatives serving on the committee should have an interest in the mission and goals of general



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education at SUU and must be tenured or tenure-track faculty, with a preference for those who are tenured faculty. Terms of office of the nine faculty representatives are staggered in either one, two, or three year appointments.

3. One representative of the Faculty Senate (ex officio non-voting);
4. One representative of SUUSA (ex officio non-voting);
5. One representative from the School of Continuing and Professional Studies (ex officio non-voting);
6. One representative of the Registrar's Office (ex officio non-voting); and
7. One representative from Academic Advising (ex officio non-voting).

C. Selection of GE Committee representatives shall be completed by May 1 for the upcoming academic year.

D. Role – The GEC has the following responsibilities:

1. Work with faculty, staff, and students to ensure SUU offers and maintains a comprehensive, assessable, and dynamic general education program that meets the agreed upon institutional learning outcomes and goals. The GEC recommends policy and procedures related to the design and administration of the general education program at SUU to the Provost, Deans' Council, and Faculty Senate. GEC members are expected to update their college/school curriculum committees regarding the work of the GEC.
2. Develop and coordinate the GEC's operation in cooperation with the University Undergraduate Curriculum Committee (UCC) [See Appendix to Policy 6.8.3.]. The scope of this activity will include developing, maintaining, and making recommendations for changes in the mission and goals of GE at SUU and issuing an annual report each fall semester to the Deans' Council regarding the achievement of the agreed upon assessment goals and student achievement of the institutional learning outcomes for general education. The GEC, working in partnership with the Director of Institutional Research and Assessment, will also be a resource for faculty in developing measurable learning outcomes and facilitating student achievement.
3. Provide oversight of the General Education courses offered at SUU which includes, but is not limited to:
 - a. Reviewing proposals for new GE courses, changes in existing courses, or deletion of courses for the GE program of offerings. Proposals not approved by the GEC are returned to the College or School's respective curriculum committee for further action. Approved items are forwarded to the UCC for action.



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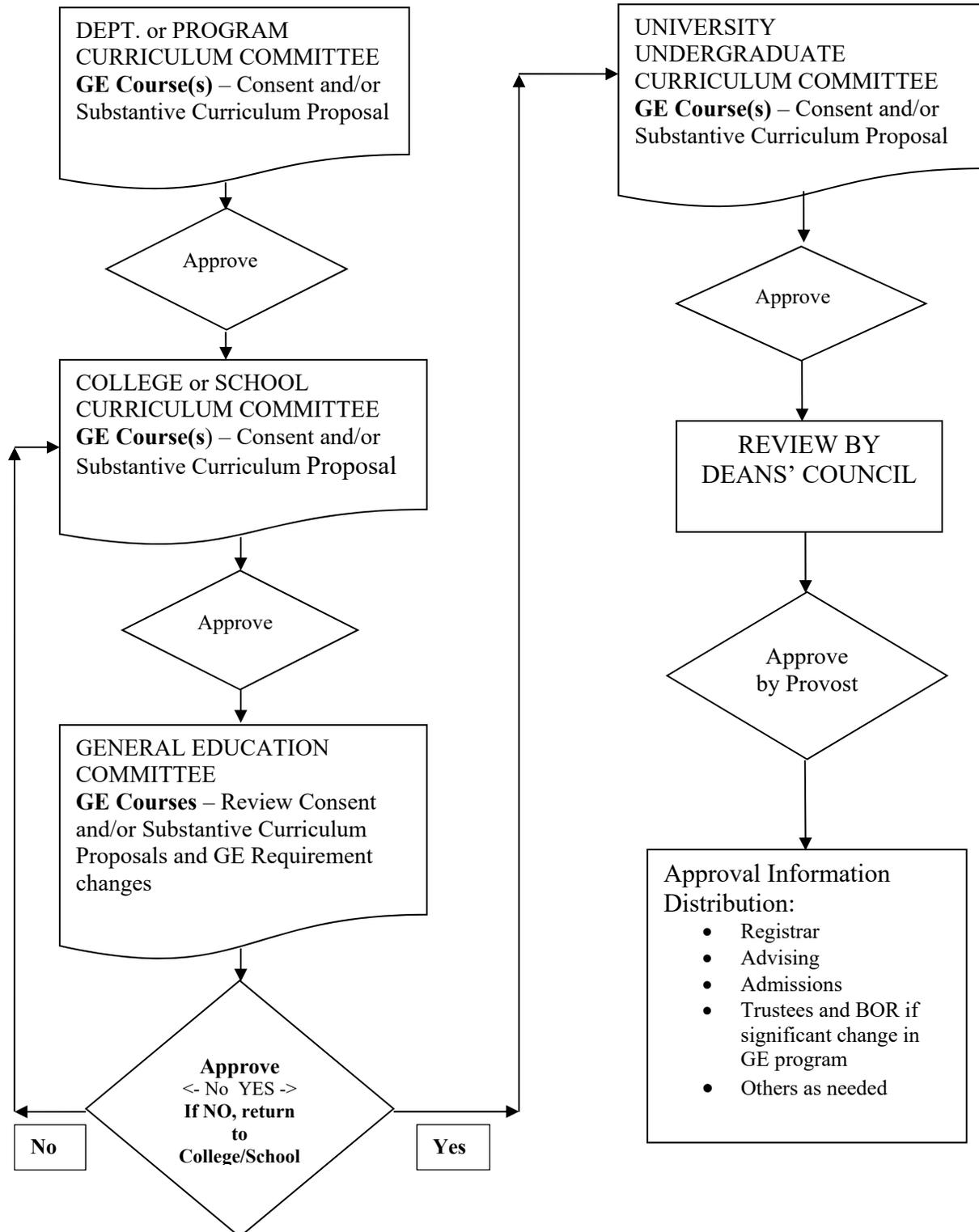
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- b. Developing and updating criteria for GE course development and learning outcome assessment at SUU and distribute information about best practices in general education in higher education to the campus community.
 - c. Oversee catalog and web content related to the GE program to ensure accuracy of information.
 - d. Annually review a sampling of syllabi from GE classes and provide feedback to faculty and programs as needed.
 - e. Periodically review SUU general education policies relative to Board of Regents policy R470 and other relevant academic policies.
4. Work with the Center of Excellence for Teaching and Learning (CETL) to help support faculty teaching effectiveness in general education courses.



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APPENDIX A – General Education Course or Program Flow Chart





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APPENDIX B – Curriculum Management

Introduction

SUU's General Education (GE) program encourages exploration in engaging learning environments that integrate disciplinary content with intellectual and practical skills. Furthermore, integration between disciplines is valued as SUU develops a campus driven by interdisciplinary learning. The GE mission is to provide broad subject-area knowledge and learning skills that are foundational for achieving engaged, personalized, and rigorous learning that transcends and complements a student's major. Among other responsibilities, the GE Committee is charged with providing oversight of the GE courses offered at SUU. This document outlines the approval process for new GE courses and the review process for existing GE courses.

GE courses must clearly address and assess assigned and optional SUU Essential Learning Outcomes (ELOs). They may also address and assess other discipline-specific learning outcomes. Proposals for new GE designation will involve the revised SUU Substantive Change Form. The revisions to the form are described below and include specific requirements to meet GE standards.

The GE Committee will review every course with GE designation on a 3-year cycle, described in detail in the following section. Course reviews will consider the course's GE renewal form following the review process described in the Existing GE Course Review Process section below. At the time of review, GE courses must be actively reporting ELO assessment data.

Although some bachelor programs require specific GE courses, such requirements may be in tension with the mission of SUU's GE program. Because every GE course is rooted in one of the core/knowledge areas, an important focus of GE should be to develop intellectual and practical skills within and across the core/knowledge areas. When a course is also required for a specific major, the need to cover disciplinary content can overwhelm the development of intellectual and practical skills, which is at the core of the GE program. Therefore, if a program requires GE courses for its majors, the program must include the GE credit hours in the minimum credit calculation for the major, as opposed to simply relegating the GE credit hours to the GE credit count. Pre-professional, professional, and accredited programs will be handled on a case-by-case basis.

New GE Designation Approval Criteria and Process

To be approved for new GE designation, the SUU Substantive Change Form must meet certain GE requirements. The course must provide a balance between ELOs and discipline-



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specific content. All ELOs (assigned and optional) must be identified. Also, any additional discipline-specific learning outcomes must be identified. Example pedagogy strategies must be identified that can be used to integrate ELOs with discipline-specific content. Additionally, the form must indicate how this course fits into SUU's General Education curriculum. Example assessment strategies must be identified for the assigned and optional ELOs. All pedagogy and assessment strategies are subject to change depending on the individual faculty member's approach.

The following questions have been added to Section 5 of the SUU Substantive Change Form:

- How does this course reflect the Knowledge Area Learning Outcomes (KALOs) of the General Education Core / Knowledge Area? (These are found in the General Catalog and are consistent with R470.)
- Does Section 4 of the Substantive Form & the Sample Syllabus include the SUU ELOs that have been identified by the University for this Core/Knowledge Area?
- Does the Sample Syllabus include the assigned and optional ELOs?
- Does Section 4 of the Substantive Form & the Sample Syllabus include proposed Learning Activities to integrate these General Education ELOs?
- Does Section 4 of the Substantive Form & the Sample Syllabus include proposed assessment strategies for these General Education ELOs?
- How is this course differentiated from SUU's current GE offerings?
- Identify all programs affected by this change.
- Is the course number for this proposed course common throughout the state?

The GE Committee will review the proposed SUU Substantive Change Form and vote on whether it meets the criteria above. If the criteria are met, the course will gain GE status. If the criteria are not met, the course will not gain GE status.

Existing GE Course Review Process

Each semester, the GE Committee will review existing GE courses in the core/knowledge areas (Written Communication, American Institutions, Quantitative Reasoning, Fine Arts, Humanities, Life Science, Physical Science, Social & Behavioral Science, and Integrated Learning) following the schedule outlined below. After 3 years, all existing GE courses will have been reviewed. The cycle will then repeat so that all GE courses will be reviewed on a 3-year cycle, which will allow SUU's GE curriculum to evolve alongside the ever-changing trends in higher education and pedagogy theory. Note that all credits earned as a GE course will retain GE status for students who have completed the course. If the course is a GE course at another USHE institution and is transferred to SUU, it will be applied as a GE course here even if the equivalent course at SUU loses GE standing. The review process will follow these steps:



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1. Departments will complete one representative GE Renewal Form for each course (not each section) they wish to retain GE designation. The GE Renewal Form is attached.
2. The GE Committee will review the GE Renewal Forms. If the course meets the required criteria (described on the attached form), no further action is required. If the course does not meet the required criteria, the course will retain probationary GE designation for one semester, and the following step applies.
3. The department chair over the existing course under probation will select one faculty member to work for one semester with the GE Committee to revise the course syllabus and GE Renewal Form. If the GE Committee approves the revised syllabus and GE Renewal Form within one semester, the new course syllabus will be implemented, and no further action will be required. If the GE Committee does not approve the revised syllabus and GE Renewal Form within one semester, the course will lose its GE status. To regain GE status, it must go through the new GE designation process described above.

3-year Review Cycle:

Fall 2016	Written Communication, American Institutions, Quantitative Literacy, Information Literacy, Digital Literacy, and Integrated Learning
Spring 2017	Humanities
Fall 2017	Life Science
Spring 2018	Physical Science
Fall 2018	Social and Behavioral Science
Spring 2019	Fine Arts and assess the Curriculum Management and Assessment Strategies