GENERAL EDUCATION COMMITTEE

Overview
The General Education Committee is an Academic Senate curricular body that serves as the faculty advisory and policy-making body for the General Education Program. The committee develops, reviews, and evaluates programs and policies pertaining to the operation of the General Education Program. As the primary advisory body for the Director of General Education, the committee is tasked with assessing the overall quality and impact of general education in undergraduate education. The committee publishes in its minutes curricular proposals concerning the General Education Program. The General Education Committee can also initiate curricular proposals relevant to the General Education Program.

I. Charge
A. Consider the following curricular items for final approval:
   Course related
   1. New course requests to be added to the University Program. If the General Education Committee does not approve a new course it may proceed to the UCC or Graduate Committee for consideration as a non-General Education course.
   2. Changes to current University Program courses.
   3. Master course syllabus 7-year review for all University Program courses.

   Program related
   1. Items pertaining to the General Education Program component of all undergraduate degrees.

B. Consider the following curricular items and make recommendations to the Academic Senate for final approval:
   Program related
   1. Any modifications of the University Program.
   2. Any modifications of the Competency Requirements for general education on all undergraduate degrees, including the methods and procedures through which equivalency may be demonstrated.

C. This committee shall regularly study and maintain a database on the functioning of the University Program and monitor adherence to University Program regulations. Through a process of continuing review and re-certification during a seven-year cycle, this committee will evaluate each course for continuing compliance with requirements and suitability in terms of satisfying the goals of the University Program and of the respective University Program group and subgroup.

D. This committee shall evaluate CMU’s General Education Program. This evaluation shall include but is not limited to:
   1. Assessment of educational outcomes for students such as range of knowledge, methodological understanding, ability to comprehend, analyze, and write about materials appropriate to different groups within the Program; and competency requirements;
2. Oversight of and recommendation of changes to the General Education Program, review and assessment of the Program and Subgroups standards, goals, and competencies;
3. As part of its review of University Program subgroups and competencies, offer recommendations concerning recertification to the General Education Committee;
4. Trends in general education nationally but especially at institutions comparable to CMU.

E. This committee shall develop recommendations for:
   1. Effective student advising within the Program;
   2. Utilizing interdisciplinary techniques in General Education Program courses;
   3. Educating faculty regarding the philosophy, goals, and requirements of the General Education Program;
   4. Promoting the General Education Program.

F. The committee shall consider and forward unresolved appeals regarding its decisions to the Academic Senate upon request of the party initiating the proposal.
   1. Upon request, the initiator of a proposal has the right to receive a written statement from the committee setting forth reasons for the decision or non-approval of the proposal under question. The request must be made in writing within ten (10) calendar days from receipt of notice regarding the committee's decision.
   2. Appeals must be based on one or more of the following alleged grounds:
      a. A violation of procedure that has adversely affected the decision;
      b. Misinterpretation or misapplication of an existing curricular policy;
      c. Departure from past practice without adequate justification;
      d. Arbitrary and capricious action.
   3. The appealing party has the responsibility to prepare and send the appeal to the chair of the General Education Committee within twenty (20) calendar days from receipt of the committee's written statement of reasons. The appeal shall include:
      a. The curricular proposal under consideration
      b. The subcommittee's decision and written reasons
      c. The grounds for the appeal with supporting documentation
      d. A written request to forward the appeal to the Academic Senate if the matter cannot be resolved at the current level.
   4. The appealing party has the right to receive written notification from the Academic Senate regarding final disposition of the appeal.
   5. For purposes of this appeal process, the “calendar days” does not include university holidays or recesses, but does include Saturdays and Sundays during the fall and spring semesters. As a result, some appeals stemming from decisions made just prior to the end of spring semester may have to wait until the start of fall semester to begin or to complete the appeal process.

G. This committee shall also serve as the reviewing body for student curricular appeals concerning University Program and competency requirements when referrals are
made to the committee by the Board of Appeals (See Appendix E).

II. Membership
   A. The General Education Committee shall consist of eighteen members, with 14 faculty members nominated and elected by the Academic Senate:
      ● Two (2) faculty representing the humanities
      ● Two (2) faculty representing the natural sciences
      ● Two (2) faculty representing the social sciences
      ● One (1) faculty representing integrative and area studies
      ● One (1) faculty representative from each college: health professions, business administration, education and human services, humanities and social and behavioral sciences, communication and fine arts, and science and technology
      ● One (1) faculty representative from the library
      ● One (1) faculty member selected by the undergraduate curriculum committee from its members
      ● One (1) student nominated by the student government association and elected by the academic senate
      ● General education program director, ex officio, non-voting
      ● Director of the Multicultural Education Center, ex officio, non-voting
   B. Individuals elected by the senate to the General Education Committee as representatives of the Humanities (Group I) or the Natural Sciences (Group II) or the Social Sciences (Group III) or Integrative and Area Studies (Group IV) must have been approved to teach and must have signed on the master syllabus of at least one of the courses included in those respective groups.
   C. Members shall hold three-year staggered terms except the UCC member, whose term on the General Education Committee shall end when the UCC term ends. The student member’s term shall be one year.
   D. Successive Terms: Under Academic Senate policy, a member may not serve more than two successive terms on the same committee.

III. Academic Senate Policy on Standing Committee Attendance
   If a member misses three consecutive meetings (excused or unexcused) of any senate standing committee (to which that person has been appointed), the member will be terminated from that committee and replaced.

Approved by the Academic Senate 11/03/09;
Revised by the Academic Senate 4/06/10