

## FACULTY AGENDA ITEM 14-26

Date: 15 August 2014

Submitted by: Dr. Nancy Tate, AVPAA, ext. 2546

SUBJECT: *Change Faculty Handbook – Update General Education Committee Duties/Membership*

Description:

*Current Faculty Handbook Wording (Section One, VII.C.5.)*

### -----5. General Education Committee

The function of the General Education Committee is to assist faculty members to develop or modify courses that facilitate the acquisition of skills listed in the General Education Statement, and to approve courses for general education based on the criteria established by the General Faculty.

If a course is disapproved by the Committee, the rationale for such action will be written with reference to the adopted standards and communicated to the VPAA and the sponsor.

Once a course is approved by the Committee, it will be the responsibility of the sponsoring department to review its implementation and assess its effectiveness at least every five years. The results of the review and assessment will be forwarded to the VPAA. Any change in the course's targeted skills or in its general content or format must be submitted to the General Education Committee for approval.

Decision of the Committee, including those concerning course approval, will be reported by the VPAA to the deans. Decisions of the committee, including those concerning course approval, may be appealed to the Faculty Senate with further appeal to the General Faculty.

Members of the Committee are: the VPAA, one faculty member from each division of the College, one faculty member each from the Schools of Applied Studies, Business and Nursing, and one library faculty member. Faculty members are elected by their constituent units.

*Proposed Wording:*

### -----5. General Education Committee

The function of the General Education Committee is to assist faculty members to develop or modify courses that facilitate the acquisition of ~~skills~~ **university student learning outcomes** listed in the General Education Statement, ~~and to Washburn~~ to approve courses for general education based on the criteria established by the General Faculty, **and to review transfer courses as necessary (e.g., technical course transfers, courses not approved for general education by the transferring institution) to determine whether they meet the spirit and intent of the Washburn University general education criteria.**

If a **Washburn** course is disapproved by the Committee, the rationale for such action will be written with reference to the adopted standards and communicated to the VPAA and the sponsor.

Once a course is approved by the Committee, it will be the responsibility of the sponsoring department to review its implementation and assess its effectiveness at least every five years. The results of the review and assessment will be forwarded to the VPAA **General Education Committee**. Any change in the course's targeted ~~skills~~ **university student learning outcome** or in its general content or format must be submitted to the General Education Committee for approval.

Decisions of the Committee, ~~including those~~ concerning course approval **and five-year course review**, will be reported by the VPAA **or his/her designee** to the deans. Decisions of the Committee, ~~including those~~ concerning course approval **and five-year course review**, may be appealed to the Faculty Senate with further appeal to the General Faculty.

Members of the Committee are: **the VPAA or his/her designee**, one faculty member from each division of the College, one faculty member each from the Schools of Applied Studies, Business and Nursing, and one library faculty member. Faculty members are elected by their constituent units.

Rationale: *The responsibilities of the General Education Committee have expanded over the years to include transfer course review. In addition, the current wording reflects the previous general education criteria and if the VPAA wishes to designate a representative on the committee. These proposed changes more accurately reflect the committee membership and responsibilities.*

Financial Implications: *None*

Proposed Effective Date: *Immediately*

Request for Action: *Approval by FAC/FS/ Gen Fac/BOR*

Approved by: *AAC on date August 25, 2014*

*FAC on date*

*Faculty Senate on September 15, 2014*

Attachments Yes  No