Operating Procedures for the General Education Council

General description:
The council is responsible for
  • developing guidelines for proposing General Education Points within a course or co-curricular learning experience. These guidelines are to be submitted to the BUCC for approval.
  • providing guidance for the preparation of proposals.
  • making recommendations to the BUCC concerning proposals for general education course and co-curricular learning experiences.
  • conducting an annual review of the entire General Education program. Each goal of general education will be reviewed in detail every five years and as necessary.

Proposals:
The council will ensure that each course or co-curricular learning experience proposal in which points are to be awarded meets the requirements in General Education Requirements (PRP 3612).

The council will restrict its recommendation to the part or parts of the proposal concerning the General Education Program.

General Education Program Review:
Annually, starting in the fall of 2011, the Director of Planning and Assessment will provide the council with assessment data related to the goals of the General Education Program on the previous academic year. The council will review the data in relation to established targets. The council will investigate areas of concern and make appropriate recommendations to the BUCC. Results and recommendations of the review will be communicated to the relevant departments and programs as soon as possible.

Starting in 2014, within every five year period, the council will conduct a detailed review of the Goals of the General Education Student Learning Outcomes to determine the appropriateness of the goals, the assessments, the targets, and the courses and co-curricular learning experiences related to each goal. In particular, the council will review master course syllabi of general education courses and other documents to ensure they have been reviewed and updated within the last five years. When appropriate, the council will make recommendations to the BUCC, the college or colleges, departments or others as appropriate. The Director of Planning and Assessment will provide the council with assessment and other data for the review. The initial schedule for this review is as follows:

Academic Year 2014 - 2015 goals 1, 2 & 3
Academic Year 2015 - 2016 goals 1, 2 & 3
Academic Year 2016 - 2017 goals 4, 5 & 6
Academic Year 2017 - 2018 goals 7, 8, 9 & 10
Academic Year 2018 - 2019 Work with Middle States Self Study Steering Committee

The chair will report the results of the annual review of the program and the detailed review of the learning outcomes to the University community including a formal report of the results to the BUCC, the Forum and others as requested.

Meetings:
The GEC will have its meetings be part of the Master Meeting Schedule.