

**To: Dr. Hollie Swanson, Senate Council Chair**  
**From: Bill Rayens, IGEOC Chair, on behalf of IGEOC**  
**Re: Policy Recommendations**

The Interim General Education Oversight Committee is suggesting the following policy guidelines regarding General Education. .

**Proposal 1 - Regarding multiple courses being used as a group to satisfy a Gen Ed Area**

(Originated on September 24<sup>th</sup>, 2010)

Having discussed at length the issue of allowing a multi-course sequence to qualify as having satisfied a particular Gen Ed area, the Interim General Education Oversight Committee hereby recommends that this be allowed provided:

- 1) The sequence can be shown to meet the appropriate Area template requirements as a group.
- 2) Departments be required, when submitting such a request, to complete curricular maps detailing how the outcomes of this multi-course sequence map to the Area Outcomes.

**Proposal 2 – Regarding enrollment restrictions in Gen Ed courses**

(Originated October 8<sup>th</sup>, 2010)

Having discussed at length the issue of courses approved for Gen Ed being allowed to restrict enrollment (e.g. for majors only), the Interim General Education Oversight Committee hereby recommends that this be allowed provided:

- 1) There was a letter from the Dean of that course department's college supporting and justifying that request.
- 2) No additional resources be made available to deliver such courses if they were part of the major.
- 3) Periodic reviews of the such courses are mandatory, in order to insure that courses that may have been restricted to majors still maintain maximum fidelity to the General Education program outcomes and are still appropriate for the proposed template area

**Proposal 3 – Regarding multi-sectioned, subtitled, and special topics General Education courses**

(Originated November 5<sup>th</sup>, 2010)

Having discussed at length the issue of common syllabi, and sustained quality oversight of multi-sectioned, subtitled, and special topics General Education courses, including sections designated DL for distance learning, the Interim General Education Oversight Committee hereby recommends:

- 1) Requiring departments to submit a single syllabus (aka the "generic" syllabus) for each course number, when seeking Gen Ed approval. This syllabus should provide ample evidence that all sections being offered under this course number are required to adhere to a common set of learning

outcomes that are consistent with the curricular area of the General Education program for which the course has been designed.

- 2) Allowing different sections of that course to be automatically be offered as General Education courses for a period of four years, once the generic syllabus has been approved for General Education.
- 3) Having the responsibility fall to the department for ensuring that the syllabi for all sections of a multi-sectioned course, including themed or sub-titled courses, adhere over time to the learning outcomes on the generic syllabus.
- 4) Implementing the following review process, to be conducted every four years, consistent with the University's assessment plan:
  - a) Departments are required to re-submit to the Office of Undergraduate Education (UE) the generic syllabus being used for the course number, and should highlight any changes that have been made since the original approval.
  - b) Departments are required to submit copies of the separate syllabi for all sections offered under that course number during that four year period, and a statement justifying the fidelity of the different syllabi to the appropriate Area outcomes.
  - c) These materials will be reviewed in the Office of Undergraduate Education, presumably by the successor of the Interim General Education Oversight Committee.
    - i. Upon successful review the generic syllabus will be approved, as a course within the appropriate curricular area of the GenEd curriculum, for another four years.
    - ii. An unsuccessful review of either the generic syllabus or the attending materials would lead to temporary suspension of the approval of the course (and all sections, themes, subtitles and topics) for General Education credit.

**Proposal 4 – Regarding the future of Interim General Education Oversight Committee (IGEOC)**  
(Originated December 3<sup>rd</sup>, 2010)

Having discussed at length the issue of its future, the Interim General Education Oversight Committee hereby recommends that IGEOC:

- 1) Continue functioning into the future much as it is now, largely because the Committee seems to be working very effectively as organized and charged.
- 2) Submit a quarterly report to the Senate Council, on a time table established by the Council.
- 3) Maintain an ongoing role in new-course vetting, course monitoring (particularly for subtitled and special topics offerings)
- 4) Develop and maintain an active role in the evaluation of the effectiveness of the University's Gen Ed assessment plan and the faculty-driven evolution of associated assessment rubrics.
- 5) As a body concerned primarily with matters of the curriculum, have a composition and function that continue to be jointly administered by the Senate Council, the Senate, and the Office of Undergraduate Education.