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# DOC 2002-02 Revision of Section V, Administration of the University's General Education Policy, April 1991.

University of Dayton. Academic Policies Committee

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## PROPOSAL TO THE ACADEMIC SENATE

**TITLE:** Revision of Section V, Administration of the University's General Education Policy, April 1991.

**SUBMITTED BY:** Academic Policies Committee

**DATE:** April 19, 2002

**ACTION IS:** Legislative

**REFERENCES:** General Education Policy, University of Dayton, April 1991  
Evaluation of The University General Education Program, January 2002

### DESCRIPTION OF PROPOSAL

#### **Background.**

During the Winter Term of the 2000-2001 Academic Year, the General Education and Competencies Committee (a standing subcommittee of the Academic Policies Committee of the Academic Senate) undertook a university wide review of the General Education Program. The final report of this evaluation effort was published in January 2002. One of the recommendations of that report was the following (pp 10-11):

***3. The University General Education Policy should be updated by the Academic Policies Committee.***

*...  
D. Administrative Responsibilities. The one substantive issue that needs immediate resolution in order to address the numerous ongoing issues surrounding the implementation of general education is the role of the new College Associate Dean for Connected Learning in the administration of the General Education program. In specifying this administrative structure, it is recommended that the Academic Policies Committee seek advice and coordination about this issue from the Provost and Provost's Council.*

#### **Consultation.**

The Academic Policies Committee (APC) Chair attended January 28, 2002 Provost's Council meeting to report on the overall evaluation of the University General Education Program and to request counsel concerning a revised administrative structure for General Education. In this meeting, the specific responsibilities of an Associate Dean from the College and an Associate Provost were discussed in some detail. In addition, after the APC developed a draft proposal for the revised administrative responsibilities for General Education, the Provost and all the Deans were asked to review and provide comments.

### **Rationale.**

During last academic year, the University established a new academic administrator position within the College of Arts and Sciences, the Associate Dean for Connected Learning. It is intended that this person take a significant leadership and coordination role in the implementation and continuing development of academic programs that apply to or impact all undergraduate curricula. The General Education program is the most significant such academic program. The current incumbent has already become heavily involved in all aspects of the implementation of General Education.

The current General Education Policy addresses the administration of the program in Section V. There, it identifies roles for (1) an Associate Provost, (2) the General Education Committee and (3) General Education Committees of each of the academic units. The responsibility for assuring the implementation of the program is assigned primarily to the Associate Provost – although most of the actual implementation occurs in the College. The General Education Committee’s prime responsibility is the approval of General Education courses, the approval of thematic clusters, and periodic review of the overall program. The General Education Committees of the College/Schools have the responsibilities of proposing and reviewing thematic clusters for their students and communicating with their faculty and students about General Education.

For some time, it has become clear that there is a need for more “day-to-day” administrative leadership and coordination in implementing General Education. In consultation with the Provost and the Provost’s Council, it was agreed that the administrative responsibilities for the implementation and continuing development of the program should be formally transferred to the new Associate Dean in the College. It is in the College where the vast majority of the humanities base, thematic cluster, and individual course planning, scheduling, monitoring, and continuing development occurs. However, it was also agreed that there is a continuing need for General Education policy oversight and for assuring that General Education issues and values are brought to university wide processes focused on vision, mission, and strategic planning. These responsibilities should reside with an Associate Provost.

This division of administrative responsibilities between an Associate Provost and an Associate Dean in the College is the framework for the redrafting of Section V, Administration, of the General Education Policy. Additionally, this revision identifies the role of assessment as integral to measuring program effectiveness and reflects the new title of the University Committee on General Education and Competencies. This redrafting changes no other parts of the document.

### **Proposal.**

The Academic Policies Committee recommends that the Academic Senate approve the following revision to Section V, Administration, of the April 1991 General Education Policy:

## V. Administration

The General Education Committees of each school and College, the University Committee on General Education and Competencies, the Office of the Provost represented by an Associate Provost, and the College of Arts and Sciences represented by an Associate Dean are responsible for facilitating, reviewing, approving, and evaluating the General Education Program. Working in concert, they are charged with assuring the integrity and quality of the General Education Program. Each of the Deans has the responsibility of granting exceptions to students *transferring* into his or her academic division.

### **SCHOOL/COLLEGE GENERAL EDUCATION COMMITTEES**

The College and the Schools should each establish committees on General Education or specify a committee to assume general education responsibilities. The size, composition, and selection procedure of each of these committees will be determined by, and based on, the needs of each of these academic divisions. The responsibilities of these Committees shall be the following:

1. Propose and/or review preliminary proposals for thematic clusters. If the Committee judges that a proposal meets the purposes of General Education and that it would be an appropriate thematic cluster for students in that division, the Committee will submit the preliminary proposal to the University Committee on General Education and Competencies. If it does not reach this judgment, the Committee will return the proposal to the appropriate faculty group with an explanation of its decision.
2. Periodically review approved thematic clusters relative to their appropriateness for students in that academic division.
3. Recommend policies and procedures relative to general education.
4. Through communication with faculty and students in that academic division, facilitate an understanding of, and appreciation for, the General Education Program.

### **UNIVERSITY COMMITTEE ON GENERAL EDUCATION AND COMPETENCIES**

The Committee on General Education and Competencies will be a standing subcommittee of the Academic Policies Committee of the Academic Senate. The Executive Committee of the Academic Senate will appoint the members of the Committee on General Education and Competencies. Membership on the Committee must be a representative cross-section of the various components of the University: The

College of Arts and Sciences and the professional Schools as well as faculty, students, and administrators.

The Committee will be composed of a minimum of eight (8) members plus three *ex officio* members: an Associate Provost; an Associate Dean, College of Arts and Sciences; and the Registrar or designate. Membership shall be designated as follows:

1. Three faculty members: one each from the three professional schools of Business Administration, Education and Allied Professions, and Engineering.
2. Three faculty members from the College of Arts and Sciences with one each from the humanities, the social sciences, and the sciences.
3. Two student members from the Academic Policies Committee, or from the General Education Committees of the Schools or College, or from the Academic Senate.
4. At least three of the eight members must come from the Academic Senate, preferably from the Academic Policies Committee. At least one member must come from the Academic Policies Committee.
5. Each undergraduate dean has the option to serve or to appoint a designate as an *ex officio* member.
6. The Chairperson of the Competency Implementation Subcommittee is also a voting member of the University Committee on General Education and Competencies until at least July 1, 2005, at which time the subcommittee is scheduled to cease to exist.

All the members with the exception of the students shall have a three-year term of office. Student members shall have a one-year term of office, but may be reappointed by the Executive Committee of the Academic Senate.

The responsibilities of the University Committee on General Education and Competencies shall be as follows:

1. Approve courses that form the Humanities Base
2. Review preliminary proposals for thematic clusters submitted by the Schools or the College General Education Committees. If the Committee judges that a proposal meets the purposes of General Education and that the proposal appears feasible in terms of staffing and other resources, it shall refer the proposal to the Associate Dean and to the appropriate departments which will have primary responsibility for offering the courses in the cluster. If it does not reach this judgment, the Committee shall return the preliminary proposal to the appropriate School or College General Education Committee with an explanation of its decision.

3. Facilitate communication and collaboration among faculty proposing thematic clusters and the departments offering courses that will be part of those clusters.
4. Review final proposals for thematic clusters, which shall include the seven components of the preliminary proposal as well as the syllabi of the courses selected and /or developed by the appropriate departments offering the General Education courses. If the Committee judges that the final proposal meets the purposes of General Education and approves the courses as part of the cluster, it shall provide the proposal to the Associate Dean for purposes of implementation. If the Committee does not reach this judgment, it will return the proposal to the appropriate committee and departments with an explanation of its decision.
5. Approve courses included in a thematic cluster that also satisfy General Education requirements in specified domains of knowledge outside the format of the clusters.
6. Approve as fulfilling General Education requirements all courses in the appropriate domains of knowledge that are neither part of the Humanities Base nor in a thematic cluster, but have been approved by the Schools or the College.
7. Instruct the Associate Dean to identify and promulgate, at least once a year, courses offered by the various units of the University that will meet the General Education requirements.
8. Keep a file of documents for approved courses in General Education under the auspices of the Associate Dean.
9. With the assistance of the Associate Dean, monitor and evaluate course offerings to insure that the General Education requirements in the Humanities Base, the thematic clusters, and the domains of knowledge can be satisfied by students in a timely and systematic fashion.
10. Consider course proposals that would satisfy more than one General Education goal or would be less than the normal three credit offering for specific programs as long as the goals of General Education would be served adequately.
11. With the assistance of the Associate Provost and the Associate Dean, conduct evaluations of the General Education Program and make recommendations to the Academic Policies Committee of the Academic Senate for strengthening the General Education Program. A thorough and

systematic evaluation of the Program must be conducted every five years to assess the extent to which students are achieving the specified goals.

12. In cooperation with the standing Competency Implementation Subcommittee, oversee the general competencies. Before July 1, 2005, the Committee on General Education and Competencies must recommend continuation of the Subcommittee or submit a recommendation to the Academic Policies Committee for appropriate ongoing oversight and support of the competencies program.

The Committee shall select its chairperson at the first organizational meeting each year. The Committee shall develop its own procedures for performing its duties and such procedures shall be submitted to the Executive Committee of the Academic Senate for its approval.

### **ASSOCIATE PROVOST**

An Associate Provost will be appointed by the Provost and will be responsible for assuring that the General Education policy is implemented by the Committee on General Education and Competencies and the Associate Dean and for facilitating University-wide conversations concerning the integral role of General Education to the University's mission. The Associate Provost will:

1. Assure that the Executive Committee of the Academic Senate appoints the University Committee on General Education and Competencies in a timely manner each year and communicate those appointments to the Associate Dean.
2. Serve as the Provost's representative (*ex officio*) on the University Committee on General Education and Competencies.
3. Assure that the Schools and the College appoint the appropriate committees on General Education.
4. Work with the Associate Dean to implement procedures for effective assessment, review, and evaluation of the General Education Program by assuring that assessment and reviews are conducted in a manner consistent with established University policy.
5. Work with the Associate Dean to identify and pursue possible outside funding sources for the General Education Program.
6. In consultation with the Committee on General Education and Competencies and the Associate Dean, facilitate an ongoing discussion

among administrators, faculty, and students concerning the role of General Education in the mission and vision of the University.

### **ASSOCIATE DEAN**

An Associate Dean will be appointed by the Dean of the College of Arts and Sciences and will be responsible for the administration of all aspects of the implementation of all approved elements of the General Education Program. The Associate Dean will:

1. Convene the first meeting each year of the University Committee on General Education and Competencies and assure that the Committee selects its chairperson.
2. Maintain the records of the University Committee on General Education and Competencies and provide necessary administrative support services.
3. Communicate the decisions and recommendations of the University Committee on General Education and Competencies to the University, especially to those most directly affected.
4. Facilitate the development, implementation, and assessment of the Humanities Base, the Thematic Clusters, and other General Education courses.
5. Develop a program for training all faculty who have responsibility for advising students regarding General Education requirements.
6. Develop and distribute in a timely manner current and correct information on the structure, policies, and procedures of the General Education Program as well as on all approved courses.
7. Through multiple means of communication facilitate campus-wide understanding of, and appreciation for, the General Education Program.
8. Work with the Associate Provost to implement procedures for effective assessment, review, and evaluation of the General Education Program. The Associate Dean is responsible for implementing assessment and for reporting the results of that assessment to the various constituencies including the Committee on General Education and Competencies and the University Assessment Committee.
9. Work with the Associate Provost to identify and pursue possible outside funding sources for the General Education Program.