

4-15-1996

DOC 1996-06 Proposal for Processing General Education Course Proposals

University of Dayton. Academic Senate. General Education Committee

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University of Dayton. Academic Senate. General Education Committee, "DOC 1996-06 Proposal for Processing General Education Course Proposals " (1996). *Senate Documents*. 115.
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PROPOSAL TO THE ACADEMIC SENATE

TITLE Proposal for Processing General Education Course Proposals

SUBMITTED BY General Education Committee

DATE April 15, 1996

Indicate the action required: Legislative, Concurrence, or Consultation, and refer to the appropriate reference in the Senate Constitution (Article IIB, 1, 2, 3).

ACTION IS: Legislative Authority

REFERENCE IS: IIB 1

DESCRIPTION OF PROPOSAL:


See attachments.

PROCEDURES FOR PROCESSING GENERAL EDUCATION COURSE PROPOSALS

To expedite the preparation of documents and to ensure that the documents receive timely and full consideration, the Committee on General Education (CGE) establishes the following procedures:

1. General Education course proposals must follow the CGE course proposal form approved March 24, 1993. (See page 13.)
2. Separate course proposals must be submitted for each General Education course.
3. If a course proposal seeks inclusion in a Domain of Knowledge not necessarily identified with the unit offering the course, then clear documentation must be submitted demonstrating the approval of units affected by this designation. If such documentation is not included, the Associate Provost for Undergraduate Education will refer the proposal to the units affected for a recommendation.
4. Twelve (12) copies of the GE course proposal must be sent to the Office of the Provost **by the "Faculty Contact" designated on the General Education Course Proposal Form.** When a course is submitted for inclusion in a cluster, the proposal must have the explicit endorsement of the cluster coordinator.
5. To be approved for inclusion in the next composite, course proposals must be submitted by August 16th (or the closest Monday if the 16th falls on a weekend) for the winter composite and by December 10th (or the closest Monday if the 10th falls on a weekend) for the fall composite. For the summer composite, the course proposal must be submitted six weeks before the preliminary composite is due.
6. The Office of the Provost will assign each document a document number in chronological order based on the academic year of submission, e.g., GE 95-01 would be the first document submitted for the 1995-96 academic year.
7. The Documents Subcommittee will review all new documents in a timely fashion to assure all required information has been included in the proposal. If the Subcommittee finds items missing or has questions concerning facts, it will return the document to the contact person(s) listed in the course proposal with comments or direct the Documents Subcommittee chairperson to seek the needed information from the contact person(s).
8. Once satisfied that the proposal is clear and complete, the Documents Subcommittee will submit the proposal to the CGE for its review. The Associate Provost for Undergraduate Education will distribute a "list of documents to be considered" which includes the title of the course and catalog description to all deans, chairpersons, program directors, and members of the Academic Policies Committee at least one week prior to the CGE meeting to consider these proposed courses.

9. The mandatory one-week interval provides time for reaction by members of the University community. Reactions should be directed to the chair of the CGE or the Associate Provost for Undergraduate Education. The one-week interval can be waived by a three-fourths (¾) vote of the CGE and the approval of the department(s) submitting the course.
10. Those who wish to speak to the CGE about a particular proposal must submit a written request at least two (2) days prior to the CGE meeting when the proposal is scheduled for review. ~~Twelve (12) copies of~~ Any written comments concerning the proposal must be submitted at least one (1) day prior to the CGE meeting. All communication concerning a G.E. course proposal should be addressed to the CGE chairperson. The CGE reserves the right to solicit comments about G.E. course proposals from interested parties.
11. If a course proposal is for inclusion in one or more thematic clusters, the CGE will consider the proposal and if sufficient cause is found not to approve the course, the proposal will be tabled. The Chair of the CGE or his/her designate will inform the contact person(s) listed in the proposal and the appropriate cluster coordinator(s) of these concerns and invite them to the next scheduled CGE meeting to address these issues. Any necessary revisions and/or addendums will be made to the original GE course proposal before receiving final approval of the CGE.
12. If the course proposal is not submitted for inclusion in a thematic cluster, the CGE will consider the proposal and if sufficient cause is found not to approve the course, the proposal will be tabled. The Chair of the CGE or his/her designate will then inform the faculty member(s) and the chair of the department submitting the proposal of these concerns and invite the faculty member(s) and/or chair to attend the next scheduled meeting to address these issues. Any necessary revisions and/or addendums will be made to the original GE course proposal before receiving approval by the CGE.
13. Decisions of the CGE will be by majority vote of those present provided a quorum (one more than half of the voting members) is present. Decisions of the CGE will be communicated to the appropriate chairpersons, Cluster Coordinators, and faculty in writing within one week of the decision.

 - Revisions recommended by the Academic Policies Committee

— - Revisions recommended by the University Committee on General Education

Bold face - Revisions recommended by the Executive Committee of the Academic Senate

Approved 11/29/95

Revised 04/02/96