

Procedure for Revising GE Curriculum

Revised draft based on discussions at the GE Committee meeting, Jan 27, 2017

- I. **Revision of the established curriculum (e.g. existing categories or major changes) that must be fulfilled for General Education at WVSU:**
 - a. Change(s) in categories established in 2015 may be proposed by or to the General Education Committee.
 - b. If the Committee approves the change(s), it/they will be proposed to the Senate.
 - c. If the Senate approves the change(s), it/they will be proposed to the full Faculty, in a method deemed appropriate to the Senate.
 - d. If the Faculty approves the change(s), it/they will be proposed to the Provost.
 - e. If the Provost approves the change(s), it/they will become effective as soon as the Provost deems appropriate, but no later than the subsequent catalog.

- II. **Revision of criteria by which courses are approved for General Education**
 - a. Change(s) in the criteria by which courses are approved for General Education may be proposed by or to the General Education Committee, after they have received the following input:
 - i. For criteria in Tier 1, all deans must indicate endorsement, or not, of the proposed change(s). The deans may consult college faculty, as they see fit, in reaching a decision. Not endorsing the proposal does not 'veto' it, but non-endorsement shall be considered carefully in the further deliberation. For non-endorsement, the dean may provide reasons/justification to assist in deliberation.
 - ii. For criteria in Tier 2, the dean of the college most 'responsible' for the category must indicate endorsement, or not, of the proposed change(s). The dean may consult college faculty, as he/she sees fit, in reaching a decision. Not endorsing the proposal does not 'veto' it, but non-endorsement shall be considered carefully in the further deliberation. For non-endorsement, the dean may provide reasons/justification to assist in deliberation.
 - b. If the Committee approves the change(s), it/they will be reported to the Senate.
 - c. The Senate will forward the proposal with its recommendation to the Provost.
 - d. If the Provost approves the change(s), it/they will become effective as soon as the Provost deems appropriate, but no later than the subsequent catalog.

- III. **Approval, Removal, Reassignment of courses for General Education:**
 - a. Course actions:
 - i. Addition of courses for General Education may be proposed by or to the General Education Committee.
 - ii. Removal of courses for General Education may be recommended by the General Education Committee, for reasons including the following:
 1. Each program will provide assessment data for all General Education courses offered by that program to the office of Institutional Research in a format agreed upon by IR and the program.
 2. The General Education Committee will review the assessment data for each academic year by the end of November following the close of the academic year.
 3. Courses that are failing to meet relevant General Education outcomes will be evaluated for removal from the curriculum. Possible actions include:

- a. The Committee may recommend improvement(s) in the non-compliant course aimed at improving its success in meeting the outcomes.
 - b. The Committee may vote to remove the course from the General Education curriculum, in consultation with the program.
 - c. The program may propose an improvement plan.
 - d. Programs may request to have a course removed from the curriculum.
4. Reassignment of courses to a different category in the General Education curriculum may be recommended by the General Education Committee or by the offering program to the Committee.
 - b. If the Committee approves the addition(s), removal, or reassignment, it/they will be proposed to the EPC.
 - c. If the EPC approves the addition(s), removal, or reassignment, it/they will be reported to the Senate.
 - d. The Senate will forward the proposal with its recommendation to the Provost.
 - e. If the Provost approves the change(s), it/they will become effective as soon as the Provost deems appropriate, but no later than the subsequent catalog.