

1      **San José State University**  
2      **Academic Senate**  
3      **Organization and Government Committee**  
4      **November 18, 2019**  
5      **Final Reading**

**AS 1735**

## **Amendment A to University Policy F15-13 Updating the Board of General Studies Membership, Charge, and Responsibilities**

Legislative History: F15-13 (Updating the Board of General Studies Membership, Charge, and Responsibilities) rescinded S96-9 and S02-7 and is our current policy articulating the membership, charge, and responsibilities for the Board of General Studies (BOGS).

Whereas: Location of the committee reviewing proposals for GE (General Education) courses within the infrastructure of university committees has been reviewed by the Organization and Government Committee; and

Whereas: The membership and responsibilities of such a committee indicates it is best situated as an operating committee reporting to the Curriculum and Research Committee; and

Whereas: This change is consistent with EO 1100 (revised 8/23/17); therefore be it

Resolved: That F15-13 be amended as provided in this recommendation; and be it further

Resolved: That the name for the group responsible for matters related to GE be the General Education Advisory Committee; and be it further

Resolved: To ensure the broadest possible input on changes to the GE guidelines, the group charged with review of the GE guidelines will confer broadly across campus with groups including faculty (lecturers and Tenured/Tenure Track) teaching American Institutions (AI) courses and a broad range of GE courses, the Program Planning Committee, Undergraduate Studies Committee, associate deans, and the General Education Advisory Committee; and be it further

Resolved: That for AY 2019-2020, proposed updates to the current General Education Guidelines take into consideration SJSU's GE Assessment Task Force recommendations and reflect the changes documented here; and be it further

45 Resolved: That the Senate initiate a process for subsequent reviews of SJSU's GE  
46 Guidelines at least every five years. Subsequent reviews will be  
47 conducted initially by a task force chaired by the Senate's Vice Chair and  
48 include representatives from the Program Planning Committee,  
49 Undergraduate Studies Committee, the General Education Advisory  
50 Committee, and faculty (including lecturers) teaching AI and GE. The  
51 recommendations from this task force will be forwarded to the C&R  
52 committee for final review.  
53

54 Rationale: The Board of General Studies (BOGS) is presently constituted as a  
55 committee under the category "other" with no direct reporting  
56 responsibilities to the Curriculum and Research Policy Committee.  
57 Neither its membership nor its responsibilities call for the board to reside  
58 outside the infrastructure of university committees. With one  
59 representative from each of the academic colleges, a student, and  
60 appropriate ex-officio members it is comparable to other operating  
61 committees reporting to the Curriculum and Research Policy Committee.  
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63 With respect to future reviews of SJSU's GE guidelines, a task force with broadly  
64 representative membership will be an important component of campus-wide  
65 consideration of future changes to the GE program.  
66  
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68 Approved: 11/4/19  
69 Vote: 7-1-1  
70 Present: Altura, French, Grosvenor, Higgins, Millora, Okamoto,  
71 Shifflett, Gallo, McClory  
72 Absent: Jackson  
73

74 Financial Impact: None  
75 Workload Impact: Additional coordination between the Associate Vice Chair of the  
76 Senate and the GEAC chair; Decrease in workload for college  
77 offices that would otherwise conduct elections.  
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81 Reference information for the Senate:  
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83 <http://www.sjsu.edu/senate/docs/F15-13.pdf>  
84 <http://www.sjsu.edu/qup/ugs/faculty/ge/guidelines/index.html>  
85 <https://calstate.policystat.com/policy/6741976/latest/> (see section 6.2.2 & 6.2.5)

86                   **Board of General Studies General Education Advisory Committee**  
87                    Membership, Charge, and Responsibilities  
88  
89

90            1. **Board of General Studies General Education Advisory Committee**

91            The General Education Advisory Committee (GEAC) shall be an operating committee  
92            reporting to the Curriculum and Research Policy Committee. Executive order 1100  
93            (revised 8/23/17) (which superseded EO 1065) provides guidance on a range of issues  
94            including implementation and governance pertaining to CSU General Education Breadth  
95            Requirements. Specifically, section 6.2.2 3 notes that "The effectiveness of a campus  
96            GE program is dependent upon the adequacy of curricular supervision, internal integrity  
97            and overall fiscal and academic support. Toward this end, each campus shall have a  
98            broadly representative GE committee, a majority of which shall be instructional faculty  
99            and shall also include student membership. The committee will provide oversight and  
100          make recommendations concerning the implementation, conduct, and evaluation of  
101          requirements specified in this executive order. As a companion to the GE committee, a  
102          campus may choose to establish a GE program assessment committee to conduct the  
103          work described in 6.2.5 of this executive order."

104            1.1 Charge

105            ~~BOGS~~ The GEAC receives and solicits courses and reviews curricular proposals  
106            designed to satisfy General Education (GE), American Institutions (AI) graduation  
107            requirement, and Graduation Writing Assessment Requirements (GWAR) from all  
108            colleges and departments of the University; provides support to departments seeking to  
109            develop GE, AI, or GWAR courses; reviews, recommends approvals, and authorizes  
110            of new courses and curricular proposals for purposes of GE, AI, and GWAR; reviews  
111            the GE portion of materials submitted in the program planning process; and, evaluates  
112            the courses and curricula proposed it has approved according to procedures described  
113            in the current 2014 GE Guidelines. The Board GEAC evaluates modifications requested  
114            by degree programs in accordance with the current 2014 Guidelines.

115            1.2 Membership. Faculty appointments should be made on the basis of interest,  
116            competence, and experience teaching General Education curricula. The at-large faculty  
117            seats should be used to provide the committee with expertise in areas of general  
118            education not covered by college faculty representatives. Tenured, tenure-track, and  
119            lecturer faculty are all eligible to serve.

120            AVP Graduate & Vice Provost for Undergraduate Education Studies Programs or  
121            designee (EXO, non voting)  
122            Director of Assessment (EXO, non voting)  
123            1 faculty Business  
124            1 faculty Education  
125            1 faculty Engineering  
126            1 faculty Health and Human Sciences  
127            1 faculty Humanities & the Arts

128 1 faculty Science  
129 1 faculty Social Sciences  
130 1 to 3 faculty-at-large (GE area representatives)  
131 1 Student 1 AS Board member

132 1.2.1 Election and Appointment of Members

133 1.2.1.1 ~~The faculty members of the Board shall be elected by the faculty electorate in each college in an election administered by the Dean's office. Each department in a college shall be informed of a pending election and shall nominate one tenured faculty member.~~

137 Each non-ex officio faculty member will initially serve a 3-year term renewable for one additional 3-year term. Faculty can return to serve in future years (after a break in service) when a seat becomes available. Student members serve a one-year term and can be re-appointed. Recruitment of applicants to serve on the GEAC will be done through the normal Committee on Committees process for the seats designated for a faculty member and student. Each person interested in serving on the committee shall prepare a brief statement summarizing her/his experience (including GE area of teaching) and interest in General Education.

147 When there are multiple applications for a seat, the Executive Committee of the Academic Senate will recommend individuals to serve. Selection of faculty shall be based on interest, competence, and experience teaching in the General Education curricula; selection shall also consider the need to have GE areas represented. Student appointments should be made on the basis of interest, experience in the General Education curricula, and a scholastic record of academic excellence.

155 When a seat will be vacant for no more than 1 semester (e.g., sabbatical or leave of absence) an interim appointment can be made following normal Committee on Committee processes. Any seat that will be vacant for a year or more will require a replacement for the remainder of the term associated with that seat.

161 1.2.1.2 ~~Prior to the departmental nomination, each person seeking nomination shall prepare and circulate to the department faculty a brief (not more than 100 words) statement summarizing her/his experience and objectives in General Education.~~

165 1.2.1.3 ~~The college curriculum committee shall select not more than three of those nominated to place before the college electorate. The college curriculum committee may choose to meet and consult with the Provost (or designee) prior to making the selection.~~

169        1.2.1.4 Selection by each college curriculum committee shall be based on  
170        interest, competence, and experience in the General Education curricula; the  
171        statements prepared by departmental nominees shall be considered.

172        1.2.1.5. Faculty shall serve three year staggered terms. When a full term  
173        vacancy is to be filled, or a vacancy for an unexpired term of more than one  
174        year, applications shall be solicited from the college, and an election held as  
175        provided above.

176        1.2.1.6. Vacancies of one year or less shall be filled for the balance of the  
177        unexpired term. The college curriculum committee in consultation with the Dean  
178        shall select a member to fill the vacancy. Consideration shall be given to, among  
179        others, those who applied for the last vacancy for which college-wide solicitation  
180        was required.

181        1.2.1.7. A faculty member of the Board may be granted a leave for one  
182        semester. A one semester interim appointment may then be made as provided  
183        in 1.2.1.6.

184        1.2.1.8. If a college is unable to elect a faculty member to the Board, then the  
185        position will be filled for one year by the college curriculum committee in  
186        consultation with the Dean.

187        1.2.1.9. Student appointments should be made on the basis of interest,  
188        experience in the General Education curricula, and a scholastic record of  
189        academic excellence. Student members of the Board shall be appointed by the  
190        Provost in consultation with the elected members of the Executive Committee  
191        and the Associated Students President.

192        1.2.1.10. Student appointees shall serve one year terms and may seek  
193        independent study credit by working with the Chair of BOGS.

194

195        1.2.2 The Chair shall be a faculty member with at least one year of service on the  
196        Board. College faculty representatives through a vote will select the chair from among  
197        those with continuing appointments before the end of the spring semester for the  
198        subsequent year. The chair shall be a faculty member from the committee, with at  
199        least one year of service on the Board GEAC, selected each spring by faculty members  
200        with continuing appointments for the subsequent year.

201        1.2.3 Ex officio members will be non-voting members. with the exception that in the  
202        case of ties, the AVP or his/her designee to the committee may vote.

203

204        1.2.4 If a member is absent from three regularly scheduled committee meetings in an  
205        academic year the chair of the GEAC BOGS may request that the Associate Vice Chair  
206        of the Senate initiate action leading to the election appointment of a new member for the  
207        remainder of that seat's term. If a member repeatedly does not perform assigned  
208        committee duties, the chair of the GEAC BOGS may request that the Associate Vice

209 Chair of the Senate initiate action leading to the appointment election of a new member  
210 for the remainder of that seat's term.

211

212 **1.3-2.0 Responsibilities of the General Education Advisory Committee Board of**  
213 **General Studies**

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215 **1.3.1 The Board shall report to the Provost and Vice President for Academic Affairs.**

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217

218 **2.1 1.3.2 Members are expected to be familiar with know the current SJSU Guidelines**  
219 **for GE, AI and GWAR.**

220

221 **2.2 1.3.3 As needed, the GEAC Board shall may actively solicit courses and curricular**  
222 **proposals designed to satisfy General Education requirements from all colleges and**  
223 **departments of the University. It shall review and, where appropriate, make**  
224 **recommendations to the Provost's designee related to the approval of new courses and**  
225 **curricular proposals. The GEAC will also, following review the GE portion of materials**  
226 **submitted in the program planning process, provide its recommendations, in writing, to**  
227 **the Program Planning Committee and the relevant department, for purposes of General**  
228 **Education, and shall evaluate existing GE, AI, and GWAR courses and curricula in a**  
229 **timely manner.**

230

231 **2.3 1.3.4 The committee Board, in consultation with the appropriate college deans and**  
232 **department chairpersons, shall provide for and approve recommend to the Curriculum**  
233 **and Research Committee modifications to requirements requested by degree programs**  
234 **in accordance with the 2014 current GE Guidelines.**

235

236 **2.4 1.3.5 Policy proposals affecting General Education curricula shall be brought to the**  
237 **Academic Senate by the Curriculum and Research Committee (C&R). The Organization**  
238 **and Government Committee shall present policy proposals relating to the charge,**  
239 **membership, and responsibilities of the GEAC BOGS.**

240

241 **2.5 1.3.6 Annually, early in Fall Semester, the Board GEAC chair will provide for the**  
242 **Senate and the Curriculum and Research Committee a written report on its activities for**  
243 **the preceding academic year.**

244

245 **2.7 1.3.7 In accordance with the 2014 Guidelines, BOGS is responsible for the**  
246 **assessment and continuing certification of GE, AI, and GWAR courses.**

247

248 **2.6 The GEAC shall liaise with SJSU GE coordinators, college curriculum committees,**  
249 **and the CSU GE Advisory Council to facilitate communication as needed.**

250

251 **2.7 As part of its program planning process, the GEAC shall solicit input from campus**  
252 **stakeholders and take into consideration the feedback from previous institutional**  
253 **accreditation reviews, the GEAC's previous program plan and related reports. Any**

254 proposed modifications shall be forwarded to C&R for final review, and consideration by  
255 the Senate, before implementation.

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257 2.8 The GEAC will participate in the periodic review of current GE guidelines.

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260 **3.0 1.4Procedures**

261 ~~The following shall apply to the proceedings of BOGS:~~

262  
263 3.1 1.4.1 Meetings of the Board committee shall be open to the campus community,  
264 except in cases where the GEAC BOGS elects to conduct votes in closed session.

265  
266 3.2 1.4.2 Review of New GE Course Proposals. Departmental representatives  
267 (normally the faculty who developed/teach the course coordinators and chairs/directors)  
268 shall be invited in a timely manner by the GEAC BOGS to attend, as needed, Board  
269 meetings at which their course(s) will be discussed. No vote to recommend rejection of  
270 a proposal shall be taken until departmental representatives have been invited to a  
271 discussion of their proposal.

272  
273 3.2.1 1.4.5 If the GEAC Board plans to proposes to reject denies certification of  
274 a new course proposal, it shall provide the department chair course coordinator  
275 and C&R with written feedback, explaining the reasons for a recommendation  
276 decision not to approve and an opportunity for department representatives to  
277 meet with the GEAC to discuss the recommendation and provide additional  
278 documentation as needed. Denial. If the Board recommends to the Curriculum  
279 and Research (C&R) Committee that a course be decertified, it shall provide  
280 C&R and the course coordinator with written feedback explaining the reasons for  
281 the recommended decertification. For both new and continuing certification, The  
282 GEAC Board may not raise, in subsequent proceedings on the same course,  
283 additional objections, except those that apply to new materials submitted.

284  
285 3.2.2 All final recommendations from the GEAC pertaining to new curricular  
286 proposals shall be forwarded to the administrator designated by the Provost to  
287 receive recommendations regarding new GE curricular proposals.

288  
289 3.3 Periodic Review of Existing GE Courses. GE courses will be periodically reviewed  
290 by the GEAC as called for in SJSU's Program Planning Policy (S17-11). Following its  
291 review of the GE materials from a department's program planning documentation, the  
292 GEAC will forward its written recommendations to the Program Planning Committee and  
293 the relevant department.

294  
295 3.4 1.4.3 At the committee's Board's discretion, discipline-specific faculty will be invited  
296 to participate in discussions concerning new curricular proposals when the GEAC board  
297 determines additional expertise is needed.

298  
299 3.5 1.4.4 The GEAC Board may appoint ad hoc General Education Review Panels  
300 (GRP) Advisory Panels (GEAPs). Each GRP shall be focused on a specific curricular

301 requirement or set of requirements that is under the purview of the GEAC Board. The  
302 creation of GRPs shall be at the discretion of the committee Board, except for the  
303 American Institutions GRP which is required. A GRP may be an ~~ad hoc group~~  
304 constituted for the short duration needed to review and subsequently advise the GEAC  
305 Board on specific proposals. ~~pertaining to certification or continuing certification.~~

306  
307       3.5.1 1.4.4.1 Purpose. A GRP shall provide the GEAC Board with advice drawn  
308 from disciplinary expertise and may assist the committee Board with the  
309 workload associated with reviewing ~~and assessing~~ new courses associated with  
310 a particular curricular requirement.

311  
312       3.5.2 1.4.4.2 Membership. The membership of Review Advisory Panels shall be  
313 determined by the Board GEAC but shall be no less than three persons, and  
314 shall consist of individuals with subject-matter expertise and teaching experience  
315 relevant to the particular curricular requirement. The GEAC chair will work with  
316 the Associate Vice Chair of the Senate to organize outreach to constitute a  
317 GRP.

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319       3.5.2.1 1.4.4.3 American Institutions. The American Institutions GEAP  
320 GRP shall include, at a minimum, a representative with a doctorate in  
321 Political Science who specializes in American and California Government,  
322 a representative with a doctorate in History who specializes in United  
323 States History, and a representative who has taught American Institutions  
324 requirements in an interdisciplinary context outside of the Political Science  
325 and History departments. The AI review panel may advise the GEAC  
326 Board on the GE content of curricular proposals that seek to meet both AI  
327 and GE requirements, and it will advise the GEAC Board on the AI content  
328 of all curricular proposals that seek to meet AI requirements. The GEAC  
329 Board will strongly consider the panel's advice. In the event that the GEAC  
330 Board rules differently than the AI panel, the GEAC board will provide the  
331 rationale for its ruling and members of the review panel may appeal the  
332 ruling to the Curriculum and Research Committee for a final decision.

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335       3.6 1.4.6 If the GEAC Board would like to propose modifications to the GE guidelines  
336 regarding criteria for approval of GE courses certification or continuing certification in  
337 addition to those prescribed by university policy, these proposed changes to the  
338 guidelines shall be submitted to the Curriculum and Research Committee for policy  
339 review and, if approved, will subsequently be made available to all course coordinators  
340 and department chairs.

341  
342       3.7 1.4.7 The GEAC Board may make additional rules for the conduct of its  
343 proceedings, but they must be consistent with university policy.

344  
345       **4.0 1.5. Assessment of the General Education Program**

347 4.1 4.5.4 The GEAC will be consulted when GE program-level learning outcomes are  
348 developed or modified.

349  
350 4.2 In collaboration with the Provost's designee, and any other entity charged with  
351 assessment of the General Education Program overall, GEAC, as needed, will be  
352 consulted regarding plans for assessment of the GE program as expressed in EO 1100  
353 section 6.2.5.

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355

356 5.0 2. Subsequent Review

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358 The Academic Senate, in AY 2019-2020, should direct the Board of General Studies to conduct  
359 the next full review of the Guidelines for GE, AI, and GWAR.

360