Policy Recommendation
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Legislative History: F15-13 (Updating the Board of General Studies Membership, Charge, and Responsibilities) rescinded S96-9 and S02-7 and is our current policy articulating the membership, charge, and responsibilities for the Board of General Studies (BOGS).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, 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 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
Resolved: That the Senate initiate a process for subsequent reviews of SJSU’s GE Guidelines at least every five years. Subsequent reviews will be conducted initially by a task force chaired by the Senate’s Vice chair and include representatives from the Program Planning Committee, Undergraduate Studies Committee, the General Education Advisory Committee, and faculty (including lecturers) teaching AI and GE. The recommendations from this task force will be forwarded to the C&R committee for final review.

Rationale: The Board of General Studies (BOGS) is presently constituted as a committee under the category “other” with no direct reporting responsibilities to the Curriculum and Research Policy Committee. Neither its membership nor its responsibilities call for the board to reside outside the infrastructure of university committees. With one representative from each of the academic colleges, a student, and appropriate ex-officio members it is comparable to other operating committees reporting to the Curriculum and Research policy committee.

Furthermore, removal of the review of GWAR courses from this policy is recommended as the University Writing Committee (UWC) is where expertise with respect to writing competence resides. The University Writing policy (S19-3) provides the specifications and responsibilities (for the UWC) related to Written communication reside.

With respect to future reviews of SJSU’s GE guidelines, a task force with broadly representative membership will be an important component of campus-wide consideration of future changes to the GE program.

Approved: 9/30/19
Vote: 9-0-0
Present: Altura, French, Grosvenor, Higgins, Jackson, Lemon, Millora, Okamoto, Shifflett
Absent: Gallo, Korani, McClory

Financial Impact: None
Workload Impact: Additional coordination between the Associate Vice Chair of the Senate and the GEAC chair; Decrease in workload for college offices that would otherwise conduct elections.

Reference information for the Senate:

http://www.sjsu.edu/gup/ugs/faculty/ge/guidelines/index.html
https://www.calstate.edu/eo/EO-1100-rev-8-23-17.pdf (see section 6.2.2 & 6.2.5)
1. Board of General Studies - General Education Advisory Committee

The General Education Advisory Committee (GEAC) shall be an operating committee reporting to the Curriculum and Research Policy Committee. Executive order 1100 (which superseded EO 1065) provides guidance on a range of issues including implementation and governance pertaining to CSU General Education Breadth Requirements. Specifically, section 6.2.2 notes that “each campus shall have a broadly representative GE committee, a majority of which shall be instructional faculty and shall also include student membership. The committee will provide oversight and make recommendations concerning the implementation, conduct, and evaluation of requirements specified in this executive order. As a companion to the GE committee, a campus may choose to establish a GE program assessment committee to conduct the work described in 6.2.5 of this executive order.”

1.1 Charge

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

1.2 Membership. College faculty representatives shall be tenured or tenure track faculty. Whenever possible, faculty appointments should be made on the basis of interest, competence, and experience teaching General Education curricula. The at-large faculty seats should be used to provide the committee with expertise in areas of general education not covered by college faculty representatives. At large seats, when possible, should be filled with lecturers.

AVP Graduate & Undergraduate Studies Programs or designee (EXO, non voting)
Director of Assessment (EXO, non voting)
1 faculty Business
1 faculty Education
1 faculty Engineering
1 faculty Health and Human Sciences
1 faculty Humanities & the Arts
1 faculty Science
Election and Appointment of Members

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.

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 seeking nomination shall prepare a brief statement summarizing her/his experience (including GE area of teaching) and interest in General Education.

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.

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 Committees 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.

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.

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.

1.2.1.4 Selection by each college curriculum committee shall be based on interest, competence, and experience in the General Education curricula; the statements prepared by departmental nominees shall be considered.
1.2.1.5. Faculty shall serve three-year staggered terms. When a full-term vacancy is to be filled, or a vacancy for an unexpired term of more than one year, applications shall be solicited from the college, and an election held as provided above.

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

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

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

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

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

1.2.2 The Chair shall be a faculty member with at least one year of service on the Board. College faculty representatives through a vote will select the chair from among those with continuing appointments before the end of the spring semester for the subsequent year. The chair will be a tenured faculty member from the committee, with at least one year of service on GEAC, selected each spring by faculty members with continuing appointments for the subsequent year, appointed by the Provost in consultation with the Senate Executive Committee.

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

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

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

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

2.1 Members are expected to carry out their responsibilities in an unbiased, respectful, and collegial manner.

2.2 1.3.2 Members are expected to know the current Guidelines for GE and AI and GWAR.

2.3 1.3.3 As needed, the GEAC Board shall may actively solicit courses and curricular proposals designed to satisfy General Education requirements from all colleges and departments of the University. It shall review and, where appropriate, make recommendations related to the approval of new courses and curricular proposals. The GEAC will also review the GE portion of materials submitted in the program planning process and provide its recommendations, in writing, to the Program Planning Committee and the relevant department, for purposes of General Education, and shall evaluate existing GE, AI, and GWAR courses and curricula in a timely manner.

2.4 1.3.4 The committee Board, in consultation with the appropriate college deans and department chairpersons, shall provide for and approve recommend to the Curriculum and Research Committee modifications to requirements requested by degree programs in accordance with the 2014 current Guidelines.

2.5 1.3.5 Policy proposals affecting General Education curricula shall be brought to the Academic Senate by the Curriculum and Research Committee (C&R). The Organization and Government Committee shall present policy proposals relating to the charge, membership, and responsibilities of the GEAC BOGS.

2.6 1.3.6 Annually, early in Fall Semester, the Board GEAC chair will provide for the Senate and the Curriculum and Research Committee a written report on its activities for the preceding academic year.

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

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

2.8 As part of its program planning process, the GEAC is encouraged to shall solicit input from campus stakeholders and take into consideration the feedback from previous institutional accreditation reviews, WASC and the GEAC’s previous program plan and
related reports. Any proposed modifications shall be forwarded to C&R for final review, and consideration by the Senate, before implementation.

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

3.0 Procedures

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

3.2 Review of New GE Course Proposals. Departmental representatives (normally the faculty who developed/teach the course coordinators and chairs/directors) shall be invited in a timely manner by the GEAC BOGS to attend, as needed, during the committee’s review of new curricular proposals, Board meetings at which their course(s) will be discussed. No vote to recommend rejection of a proposal shall be taken until departmental representatives have been invited to a discussion of their proposal.

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

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

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

3.4 At the committee’s discretion, discipline-specific faculty will be invited to participate in discussions concerning new curricular proposals when the GEAC board determines additional expertise is needed.

3.5 The GEAC Board may appoint ad hoc General Education Review Panels (GRP) Advisory Panels (GEAPs). Each GRP shall be focused on a specific curricular...
requirement or set of requirements that is under the purview of the GEAC Board. The creation of GRPs shall be at the discretion of the committee Board, except for the American Institutions GRP which is required. A GRP may be an ad hoc group constituted for the short duration needed to review and subsequently advise the GEAC Board on specific proposals pertaining to certification or continuing certification.

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

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

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

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

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

4.0 1.5. Assessment of the General Education Program
4.1 4.5.4 The GEAC will be consulted when GE program-level learning outcomes are
developed or modified.

4.2 In collaboration with the Director for Assessment, and any other entity charged with
assessment of the General Education Program overall, GEAC, as needed, will be
consulted regarding plans for assessment of the GE program as expressed in EO 1100
section 6.2.5.

5.0 2. Subsequent Review of Guidelines — NOTE: Deleted this section but information
relocated to resolved and sections 2.9 and 3.6.

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

5.2 The GEAC is encouraged to take into consideration the feedback from WASC, the
program plan, and the external reviewer’s report.