Policy Recommendation
Amendment A to University Policy F15-13;
Updating the Board of General Studies (BOGS) Membership,
Charge, and Responsibilities

Legislative History: F15-13 rescinded S96-9 and S02-7 and is our current policy articulating the membership, charge, and responsibilities for the Board of General Studies (BOGS).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 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 updates to the 2014 General Education Guidelines reflect the changes documented here.

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 calls 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 can and should be an operating committee reporting to the Curriculum and Research policy committee. Additionally, WASC reviewers and an external review of our GE program noted the need for program level assessment, rather than granular course level assessment. A full review of the guidelines for General Education, American Institutions, and Graduation Writing
Assessment Requirement is expected in AY 2019-2020. Therefore, changes needed as a result of this proposal can readily be addressed.

Approved: 7-0-0

Vote: To be added

Present: Curry, French, Grosvenor, Ormsbee, Rodan, Saldamli, Shifflett

Absent: Capizzi, Gallo, Higgins, McClory, Millora

Financial Impact: None

Workload Impact: Reduction in workload for the GE advisory committee. Additional coordination between the Associate Vice Chair of the Senate and the GEAC chair; additional coordination between the Program Planning Committee chair and GEAC chair. Potential increase in workload for Program Planning Committee.

Reference information for the Senate:
http://info.sjsu.edu/web-dbgen/narr/catalog/rec-16334.16540.16541.html
https://www.calstate.edu/eo/EO-1100-rev-8-23-17.html (see section 6.2.2 & 6.2.5)
Recommended Amendments

Board of General Studies General Education Advisory Committee Membership, Charge, and Responsibilities

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 3 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

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

1.2 Membership

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
1.2.1.1 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. 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 (not more than 100 words) statement summarizing her/his experience and interest in General Education.

When there are multiple applications for a seat, the Executive Committee of the Academic Senate will select individuals to serve. Selection of faculty shall be based on interest, competence, and experience teaching in the General Education curricula. 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 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.

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 faculty member from the committee, with at least one year of service, 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. 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.

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

1.3.1 The GEAC Board shall report to the Curriculum and Research Policy Committee Provost and Vice President for Academic Affairs.

2.1 1.3.2 Members are expected to know the current Guidelines for GE, AI, and GWAR.

2.2 1.3.3 The GEAC Board shall actively solicit courses and curricular proposals designed to satisfy General Education requirements from all colleges and departments of the University, shall review, and where appropriate approve new courses and curricular proposals for purposes of General Education, and shall evaluate existing GE, AI, and GWAR courses and curricula.

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

2.4 1.3.5 Policy proposals affecting General Education curricula shall be brought to the Academic Senate by the Curriculum and Research Committee. The Organization and Government Committee shall present policy proposals relating to charge, membership, and responsibilities of the GEAC BOGS.

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

2.6 1.3.7 In accordance with the 2014 Guidelines, BOGS is responsible for the assessment and continuing certification of GE, AI, and GWAR courses. 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.

2.7 The GEAC is encouraged to liaise with the CSU GE Advisory Council to facilitate communication.

3.0 1.4 Procedures

3.1 1.4.1 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 1.4.2 Departmental representatives (normally course coordinators and chairs/directors) shall be invited in a timely manner by the GEAC BOGS to attend, as needed, Board meetings at which their course(s) will be discussed. No vote to reject a proposal shall be taken until departmental representatives have been invited to a discussion of their proposal.

3.3 1.4.3 At the committee’s Board’s discretion, discipline-specific faculty will be invited to participate in discussions concerning proposals when the GEAC board determines additional expertise is needed.

3.4 1.4.4 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.

3.4.1 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 courses associated with a particular curricular requirement.

3.4.2 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.

3.4.3 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.

3.4.4 1.4.5 If the GEAC Board proposes to reject a new course, it shall provide the course coordinator with written feedback, explaining the reasons for a recommendation not to approve. 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.

3.4.5 1.4.6 If the GEAC Board proposes guidelines regarding criteria for certification or continuing certification in addition to those prescribed by University policy, these guidelines shall be submitted to the Curriculum and Research Committee for policy review and will subsequently be made available to all course coordinators.

3.4.6 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 General Education Program

4.1 1.5.1 The GEAC will be consulted as GE program-level learning outcomes and procedures for assessment are developed or modified.

4.2 1.5.2 GE courses will be periodically reviewed through the program planning process in the same manner as courses in the major. While the GEAC is not directly involved in this review, the Program Planning committee can seek the advice of the GEAC where concerns are raised in the program planning review process.

5.0 2. Subsequent Review of Guidelines

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.