

**SAN JOSE STATE UNIVERSITY  
ONE WASHINGTON SQUARE  
SAN JOSE, CA 95192**

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

**Legislative History: Rescinds S02-7 and S96-9**

At its meeting of November 30, 2015, the Academic Senate approved the following policy recommendation presented by Senator Shifflett for the Organization and Government Committee.

The language in S02-7 said, “Resolved: that University Policy S96-9 be amended and replaced as follows”, however, the record shows S02-7 as having modified rather than rescinded S96-9.

**Approved and signed by  
Interim President Susan W. Martin on  
December 16, 2015.**

**University Policy  
Updating the Board of General Studies Membership, Charge, and  
Responsibilities**

Whereas: A request has been made to review the membership of the BOGS along with who should chair this committee, and

Whereas: Addition of the Director of Assessment to BOGS could facilitate the work of this committee, and

Whereas: Recently substantial changes have been made to our General Education program (see 2014 Guidelines for General Education [GE], American Institutions [AI], and the Graduation Writing Assessment Requirement [GWAR]) in part to (a) respond to Executive Order 1100 (EO-1100) governing GE, and to (b) define categories for double counting in the major to help high-unit degree programs comply with the CSU’s 120 unit degree program requirement, and

Whereas: Sections of S02-7 are outdated, therefore be it

Resolved: That S96-9 and S02-7 be rescinded and replaced with the information provided in this policy recommendation.

Rationale: In the process of working on referrals that impact S02-7, it was noted that S96-9 had been superseded by S02-7. In addition, update of S02-7 was needed with respect to duplication of content in the 2014 Guidelines, references to CSU Executive Order 1100, and deletion of sections no longer relevant. Hence, this policy recommendation provides an update of University Policy with respect to the membership, charge, and responsibilities of BOGS and keeps the content of this policy distinct from information in the 2014 Guidelines for GE, AI, and GWAR.

The changes proposed brings policy language up to date to reflect our structure of seven rather than eight colleges and provides support, through addition of the Director of Assessment, for the ongoing work of the Board with respect to the assessment of curricula and courses.

Summary of changes:

- Updates titles.
- Membership updates. BOGS shall consist of ten members: seven teaching faculty (representing seven colleges), one student, the AVP for Graduate & Undergraduate Programs or designee (EXO; non-voting), and the Director of Assessment (EXO; non-voting).
- Establishing a faculty chair. The Chair shall be a faculty member with at least one year of service on the Board.
- Modification with respect to voting. Ex officio members will be non-voting members with the exception that in the case of ties, the AVP for Graduate & Undergraduate Programs or designee may vote.
- Updates information related to the relevant CSU Executive Order.
- Updates policy to accurately reflect current practices in BOGS in alignment with the current GE, AI, and GWAR Guidelines.
- Adds to procedures section, including discipline-specific faculty, as needed, in discussions concerning proposals when the board determines additional expertise is needed.
- Adds to procedures section, provisions for the appointment of General Education Advisory Panels.

Approved: 11/16/15

Vote: 9-0-0

Present: Mathur, Shifflett, El-Miaari, Beyersdorf, Gleixner, Becker, Laker, Grosvenor, Curry

Absent: Beyersdorf

Financial Impact: None expected

Workload Impact: Additional short-term workload for individuals serving on a General Education Advisory Panel

# **Board of General Studies Membership, Charge, and Responsibilities**

## **1. Board of General Studies**

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 6.2.3 notes that “each campus shall have a broadly representative standing committee, a majority of which shall be instructional faculty, and which shall also include student membership, to provide for appropriate oversight and to make appropriate recommendations concerning the implementation, conduct and evaluation of these requirements.”

### **1.1 Charge**

BOGS receives and solicits courses and curricular proposals designed to satisfy GE, AI, and GWAR requirements from all colleges and departments of the University; reviews, approves, and authorizes courses and curricular proposals for purposes of GE, AI, and GWAR; and evaluates the courses and curricula it has approved according to procedures described in the 2014 Guidelines. The Board evaluates modifications requested by degree programs in accordance with the 2014 Guidelines.

### **1.2 Membership**

AVP Graduate & Undergraduate Programs or designee (EXO, non voting)

Director of Assessment (EXO, non voting)

1 faculty Applied Sciences & Arts

1 faculty Business

1 faculty Education

1 faculty Engineering

1 faculty Humanities & the Arts

1 faculty Science

1 faculty Social Sciences

1 Student

#### **1.2.1 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.

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.

**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 BOGS may request that the Associate Vice Chair of the Senate initiate action leading to the election of a new member. If a member repeatedly does not perform assigned committee duties, the chair of BOGS may request that the Associate Vice Chair of the Senate initiate action leading to the election of a new member.

### **1.3 Responsibilities of the Board of General Studies**

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

**1.3.2** Members are expected to know the current Guidelines for GE, AI, and GEAR.

**1.3.3** The 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 courses and curricular proposals for purposes of General Education, and shall evaluate existing GE, AI, and GWAR courses and curricula.

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

**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 BOGS.

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

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

#### **1.4 Procedures**

The following shall apply to the proceedings of BOGS:

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

**1.4.2** Departmental representatives (normally course coordinators and chairs/directors) shall be invited in a timely manner by 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.

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

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

**1.4.4.1 Purpose.** A GEAP shall provide the Board with advice drawn from disciplinary expertise and may assist the Board with the workload associated with reviewing and assessing courses associated with a particular curricular requirement.

1.4.4.2 Membership. The membership of Advisory Panels shall be determined by the Board 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.

1.4.4.3 American Institutions. The American Institutions GEAP 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 panel may advise the Board on the GE content of curricular proposals that seek to meet both AI and GE requirements, and it will advise the Board on the AI content of all curricular proposals that seek to meet AI requirements. The Board will strongly consider the panel's advice. In the event that the Board rules differently than the AI panel, the board will provide the rationale for its ruling and members of the advisory panel may appeal the ruling to the Curriculum and Research Committee for a final decision.

**1.4.5** If the Board denies certification of a new course, it shall provide the course coordinator with written feedback, explaining the reasons for 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 Board may not raise in subsequent proceedings on the same course additional objections, except those that apply to new materials submitted.

**1.4.6** If the 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.

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

## **2. Subsequent Review**

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