

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

**F15-13, University Policy, Updating the General Education
Advisory Committee (formerly known as 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. On December 16, 2015, University Policy F15-13 was approved and signed by Interim President Susan W. Martin.

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Policy S96-9 be amended and replaced as follows”, however, the record shows S02-7 as having modified rather than rescinded S96-9.

On September 11, 2019, President Mary A. Papazian approved and signed University Policy S19-2. S19-2 is Amendment A to University Policy F15-13. S19-2 corrected the membership of the Board of General Studies (BOGS) to show the AVP of Undergraduate Studies or designee (EXO, Non-Voting) instead of the AVP of Graduate and Undergraduate Programs or designee (EXO, Non-Voting). This change has been incorporated into the policy below.

On May 5, 2020, President Mary A. Papazian approved and signed Amendment B to University Policy F15-13. Amendment B amends the name, charge, and membership of BOGS and is incorporated into the policy below.

University Policy

**Updating the General Education Advisory Committee (previously known as
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Whereas: Sections of S02-7 are outdated, therefore be it

Resolved: That S96-9 and S02-7 be rescinded and replaced with the information provided in this policy recommendation.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

General Education Advisory Committee Membership, Charge, and Responsibilities

(Includes Amendments A and B)

1.0 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 (revised 8/23/17) 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 “The effectiveness of a campus GE program is dependent upon the adequacy of curricular supervision, internal integrity and overall fiscal and academic support. Toward this end, 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), 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, AI, or GWAR courses; recommends approval of new curricular proposals for purposes of GE, AI, and GWAR; reviews the GE portion of materials submitted in the program planning process; and, evaluates curricula according to the current GE Guidelines. The GEAC evaluates modifications requested by degree programs in accordance with the current Guidelines.

1.2 Membership. 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. Tenured, tenure-track, and lecturer faculty are all eligible to serve.

Vice Provost for Undergraduate Education 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
- 1 faculty Social Sciences
- 1 to 3 faculty-at-large (GE area representatives)
- 1 AS Board member

1.2.1 Appointment of Members

1.2.1.1 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 their 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 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.

The chair will be a 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.

1.2.3 Ex officio members will be non-voting members.

1.2.4 If a member is absent from three regularly scheduled committee meetings in an academic year the chair of the GEAC may request that the Associate Vice Chair of the Senate initiate action leading to the 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 may request that the Associate Vice Chair of the Senate initiate action leading to the appointment of a new member for the remainder of that seat's term.

2.0 Responsibilities of the General Education Advisory Committee

2.1 Members are expected to be familiar with the current SJSU Guidelines for GE, AI and GWAR.

2.2 As needed, the GEAC may solicit curricular proposals to satisfy General Education requirements from all colleges and departments of the University. It shall review and, where appropriate, make recommendations to the Provost's designee related to the approval of new curricular proposals. The GEAC will also, following review of the GE portion of materials submitted in the program planning process, provide its recommendations, in writing, to the Program Planning Committee and the relevant department in a timely manner.

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

2.4 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.

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

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

2.7 As part of its program planning process, the GEAC shall solicit input from campus stakeholders and take into consideration the feedback from previous institutional accreditation reviews, 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.

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

3.0 Procedures

3.1 Meetings of the committee shall be open to the campus community, except in cases where the GEAC 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 and chairs/directors) shall be invited in a timely manner by the GEAC to attend meetings at which their course(s) will be discussed.

3.2.1 If the GEAC plans to reject of a new course proposal, it shall provide the department chair with written feedback, explaining the reasons for a recommendation to reject the proposal and an opportunity for department representatives to meet with the GEAC to discuss the recommendation and provide additional documentation as needed. The GEAC 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 determines additional expertise is needed.

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

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

3.5.2 Membership. The membership of Review Panels shall be determined by the 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 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 on the GE content of curricular proposals that seek to meet both AI and GE requirements, and it will advise the GEAC on the AI content of all curricular proposals that seek to meet AI requirements. The GEAC will strongly consider the panel's advice. In the event that the GEAC rules differently than the AI panel, the GEAC 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 If the GEAC would like to propose modifications to the GE guidelines regarding criteria for approval of GE courses in addition to those prescribed by university policy, the 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 The GEAC may make additional rules for the conduct of its proceedings, but they must be consistent with university policy.

4.0 **Assessment of the General Education Program**

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

4.2 In collaboration with the Provost's designee, 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.