

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

**Amendment B to University Policy F15-13, Updating the Board of General Studies (BOGS) Membership, Charge, and Responsibilities and Renaming the Committee to General Education Advisory Committee (GEAC)**

**Amends: F15-13**

**Legislative History:**

At its meeting of November 18, 2019, the Academic Senate approved the following policy amendment presented by Senator Shifflett for the Organization and Government Committee. F15-13 (Updating the Board of General Studies Membership, Charge, and Responsibilities) rescinded S96-9 and S02-7 and is our current policy articulating the membership, charge, and responsibilities for the Board of General Studies (BOGS). F15-13 was amended by S19-2 (Amendment A). Amendment B to University policy F15-13 amends the name, charge, and membership of BOGS.

**Approved and signed by  
President Mary A. Papazian on  
May 5, 2020**

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

Resolved: That the Senate initiate a process for subsequent reviews of SJSU's GE Guidelines at least every seven years in concert with GEAC's program planning process. Subsequent reviews will be conducted initially by a task force chaired by the Senate's Vice Chair and include representatives from the Curriculum and Research Committee, 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.

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: 11/4/19  
Vote: 7-1-1  
Present: Altura, French, Grosvenor, Higgins, Millora, Okamoto,  
Shifflett, Gallo, McClory  
Absent: Jackson

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/senate/docs/F15-13.pdf>  
<http://www.sjsu.edu/gup/ugs/faculty/ge/guidelines/index.html>  
<https://calstate.policystat.com/policy/6741976/latest/> (see section 6.2.2 & 6.2.5)

# **~~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 (revised 8/23/17) (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 “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

~~BOGS~~ 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; reviews, recommends approvals, and authorizes of new courses and curricular proposals for purposes of GE, 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. 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.

~~AVP Graduate & Vice Provost for Undergraduate Education 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~~

~~1 faculty Social Sciences~~

~~1 to 3 faculty-at-large (GE area representatives)~~

~~1 Student 1 AS Board member~~

### 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.~~

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.

~~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 shall be a faculty member from the committee, with at least one year of service on the Board-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. 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.

#### **4.3-2.0 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 ~~1.3.2~~ Members are expected to be familiar with ~~know~~ the current SJSU Guidelines for GE, AI and GVAR.

2.2 ~~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 to the Provost's designee related to the approval of new courses and 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. for purposes of General Education, and shall evaluate existing GE, AI, and GVAR courses and curricula in a timely manner.

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 the Curriculum and Research Committee modifications to requirements requested by degree programs in accordance with the ~~2014~~ current GE 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 (C&R). The Organization and Government Committee shall present policy proposals relating to the 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 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 GVAR courses.~~

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 ~~1.4~~ **Procedures**

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

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~~ 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 ~~Board~~ meetings at which their course(s) will be discussed.

3.2.1 ~~1.4.5~~ If the GEAC ~~Board~~ plans to ~~proposes 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~~ 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. ~~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 1.4.3 At the committee's ~~Board'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 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.~~

3.5.1 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 ~~GEAP~~ 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 4.4.6 If the GEAC Board would like to propose modifications to the GE 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 4.4.7 The GEAC Board may make additional rules for the conduct of its proceedings, but they must be consistent with university policy.

#### 4.0 4.5. 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 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.

#### 5.0-2. 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 GVAR.