Memorandum

To: Jim Simmons, Chair
   Academic Senate

From: George Lewis, Chair
      GE&B Committee

Subject: Proposal for the Administration of General Education and Breadth

The General Education and Breadth Committee and the Constitution and Bylaws Committee met on Tuesday, February 28 to consider suggestions for change in the proposal for administration of General Education and Breadth.

The suggested changes in the document come from the Office of the Provost, and with one exception, are regarded as friendly by the two committees. The most extensive change consists of grouping statements about process in one section, Section VI, titled Process for Review of General Education and Breadth Proposals.

The single exception is a statement at the end of Section I which says, "The representatives from the Provost's Office and the Curriculum Committee shall be non-voting members." The Provost favors the deletion of this statement and the Constitution and Bylaws Committee concurs since they intend to consider the question of voting by ex-officio members of Senate committees in general as a separate issue, and would prefer to leave the question open in this particular case. On the other hand, the General Education and Breadth Committee favors its inclusion since it is consistent with the principle of one school - one vote.

For the purpose of debate in the Senate we are submitting the proposal with the sentence in question deleted.

APPROVED

March 6, 1984
I. The General Education and Breadth Committee

Pursuant to the objectives of Executive Order 338 (General Education-Breadth Requirements, 11/1/80), the General Education and Breadth Committee of the Academic Senate shall provide oversight, direction and evaluation of the general education component of the university curriculum on a continuing basis, and shall recommend appropriate changes requirements, policies, and procedures. The committee will review all courses proposed for general education and breadth certification in various distribution areas, will periodically review the appropriateness of certified courses, and will review the mix of courses in the distribution areas.

The committee shall conduct a comprehensive evaluation of general education and breadth requirements, policies, and procedures at least biennially.

The General Education and Breadth Committee will submit its reports and recommendations along with all supporting materials to the Academic Senate and to the Academic Dean's Council for their consideration.

Implementation of the committee's curricular recommendations shall conform with the curriculum review process.

The General Education and Breadth Committee will be constituted according to the Constitution and Bylaws of the Academic Senate. The representatives from the Provost's Office and the Curriculum Committee shall be non-voting members.

II. Distribution Area Subcommittees

There will be standing subcommittees corresponding to each distribution area. The Distribution Area Subcommittees will consider all matters and proposals referred to them by the General Education and Breadth Committee and shall report their recommendations to that committee in a timely manner.

The Distribution Area Subcommittees shall consist of five members. Each subcommittee shall elect a chair annually from its membership. Terms shall be for two years, staggered to ensure continuity.

Senate caucuses will solicit and receive application for membership on the Distribution Area Subcommittees. The slates of applicants will be forwarded to the General Education and Breadth Committee who will appoint members. In making these appointments the General Education and Breadth Committee shall seek to constitute reasonably balanced subcommittees including but not limited to applicants whose teaching service areas, academic preparation, and/or professional activities are in the distribution areas.

III. The Provost's Office

The Provost's Office will be responsible for the routine administration implementation of campus requirements, policies, and procedures relating to the general education and breadth requirements; e.g. individual requests for course substitution; and implementation of requirements for transfer students. The Provost's Office shall inform the General Education and Breadth Committee of all actions taken with respect to general education and breadth requirements.
The Chair of the General Education and Breadth Committee shall be elected annually. The Chair is responsible for setting the agenda for committee meetings, establishing liaison with the Distribution Area Subcommittees, maintaining relations with the Provost's Office pursuant to the implementation of general education and breadth requirements, policies, and procedures, and providing appropriate supporting materials to the General Education and Breadth Committee. The Chair shall receive appropriate assigned time.

V. Proposals for General Education and Breadth

In addition to proposals emanating from the General Education and Breadth Committee, proposals for general education and breadth requirements, policies, and procedures may originate from any segment of the university. Such proposals shall be submitted to the General Education and Breadth Committee via the Academic Senate office. The General Education and Breadth Committee shall refer proposals to the appropriate Distribution Area Subcommittee(s) for their deliberation and recommendation.

VI. Process for Review of General Education and Breadth Proposals

All proposals for changes to the general education and breadth requirements, policies, and procedures shall be submitted to the General Education and Breadth Committee via the Academic Senate Office. The General Education and Breadth Committee shall refer proposals to the appropriate Distribution Area Subcommittee(s) for their deliberation and recommendation. The Distribution Area Subcommittees will consider all matters and proposals referred to them by the General Education and Breadth Committee and shall report their recommendations to that committee in a timely manner.

The General Education and Breadth Committee will submit its reports and recommendations along with all supporting materials to the Academic Senate for its consideration. The Academic Senate shall forward all reports, recommendations and supporting materials to the President's Office.

As appropriate the Provost will be responsible for obtaining the views of the Academic Deans Council on general education and breadth matters.

Final decisions on general education and breadth requirements, policies, and procedures will lie within the Office of the President.