

PROCESS TO MODIFY/CHANGE GENERAL EDUCATION REQUIREMENTS **Guidelines Effective Fall 2007**

Board Policies 2:7 – Baccalaureate General Education Curriculum and 2:26 – Associate Degree General Education Requirements, establish that the General Education component of all baccalaureate and associate programs shall consist of the System General Education Requirements, Institutional Graduation Requirements, Globalization/Global Issues Requirement, and Writing Intensive Requirement. Further, these policies list the approved courses that students must complete to fulfill the established requirements in each area. Board action is required to implement any changes. This includes adding or deleting courses as well as any revisions to a course already included in the list of courses which fulfill the established requirement. To recommend changes to these requirements, the following guidelines will be followed.

1. The department chair/dean notifies his/her VPAA of the intent to propose revisions to any course that fulfills a General Education requirement or an addition to or deletion from the list of approved courses that fulfills a General Education requirement. Typically, this notification will include established campus procedures that direct the review of proposed curricular changes. The notification will include the request form.
2. Following established system-level curricular review procedures, the VPAA will notify the system CAO and other AAC members of the request. The VPAA posts the proposal on the University web site.
3. If the request involves a change to the components of the General Education requirements that are unique to the University (Institutional Graduation Requirements, Globalization/Global Issues Requirement, and Writing Intensive Requirement), follow the procedures outlined in subsection 3a. If the request involves a change to the System General Education Requirements, follow the procedural steps outlined in 3b.

3a. Unique requirements

- AAC comments will be sent to the VPAA and the system CAO.
- If needed, an AAC discussion will be scheduled. Otherwise, the system CAO will consult with the VPAA and then make a recommendation to COPS for review/action.
- The Executive Director will review recommendations received and will formulate a recommendation to the Board.
- The Board will review the proposal and take action.

3b. System General Education Requirements

- The Senior Administrator will request from each of the involved universities' VPAA, the name of a university representative to serve on a system-wide review team.
- The Senior Administrator will inform the convener of the timeline established for the review. The convener will be the representative from the university requesting the change.
- The convener will submit the completed request form and a summary of the team's discussions to the Senior Administrator who will place the request on the AAC agenda for consideration.
- Following AAC discussion, the system CAO will make a recommendation to COPS for review/action.
- The Executive Director will review recommendations received and will formulate a recommendation to the Board.
- The Board will review the proposal and take action.

NOTE: This process does not include approval for the development of a new course. If the proposal does include the development of a new course, this process must be completed before the course will be considered for inclusion in any set of the General education Requirements