

**ACADEMIC SENATE
GENERAL EDUCATION COMMITTEE
ANNUAL REPORT
AY 2003 - 04**

Date: June 2, 2004

To: Academic Senate

From: Paul Levesque, Chair
GE Committee, 2003-2004

Re: Annual Report, General Education Committee, 2003-2004

I. LIST OF COMMITTEE MEMBERS

Committee Membership	Office X	Office Loc.	Department	College	Term
GENERAL EDUCATION		Set Meeting Time: FRIDAY 2:00-4:00 PM			
John Koegel	7685	PA-218B	Music	ARTS	2004
Armando Martinez-Cruz	4685	MH-160B	Mathematics	CNSM	2004
Paul Levesque, Chair	5902	EC-621	Comparative Religion	HSS	2004
Robert Emry Senator	3851	CP-420-13	Human Comm Studies	COMM	2005
Patricia Szeszulski	2877	EC-426	Child & Adol. Studies, Chair	HDCS	2005
Dorota Huizinga	7150	CS-427	Computer Science	ECS	2005
John Bock	5574	MH-426J	Anthropology	HSS	2005
<i>Ivan Nieto</i>	<i>3295</i>	<i>TSU-207</i>	nieto.j@worldnet.att.net		<i>Spring 04</i>
Claire Palmerino	3606	UH-123	Academic Advisement Ctr		Ex-Officio
Sylvia Alva	4586	MH-111D	Asst.VP-Acad Prog		Ex-Officio
Jack W. Bedell	2737	H-735H	Sociology	HSS	Ex Liaison

II. COMMITTEE ACTIONS

1.0 General Overview. The Committee was very productive, holding a total of sixteen meetings during the year (nine in the spring and seven in the fall). In addition, the three subcommittees met about the same number of times. The ad hoc committee on assessment met periodically.

2.0 Review of New Course Proposals. During the 2003-04 Academic Year the following new courses were reviewed and recommended to the Academic Senate by the GE Committee for inclusion in the GE Program:

Fall 2003

- CAS 340 Parenting in the 21st Century, IV
- CAS 365 Adolescent Pregnancy and Parenting, IV
- WMST 100 Introduction to Gender Studies in the Humanities, III.B.2
- LBST/HIST 310 The California Experience, III.C.2 and V
- WMST 360 Politics of Sexuality, III.C.2 and V
- ANTH 333 Anthropology of Childhood, IV and V
- ANTH 342 Anthropology and Health, IV and V

Spring 2004

THTR 300 Theatre and Cultural Diversity, III.B.3 and V
 ECON/WMST 355 Economics of Gender and Work, III.C.2
 ANTH/BIOL 322 Human Behavioral Ecology, III.A.3
 LBST 100 Introduction to the Humanities, III.B.2
 MLNG 307 Spanish Culture Through Cinema and Literature, III.B.3
 AFRO/MUS/THTR 357 Blacks in the Performing Arts, III.B.3 and V
 LTAM 350 Mexican Life and Culture, III.C.2 and V

[COUN 350 Leadership Skills and Personal Development was sent to the Senate for approval, but the Counseling Department withdrew the course before the Senate meeting].

The following New Course Proposals were not voted on and will be carried over to next year for further consideration, pending responses from the respective departments: ANTH 303 Business and Industrial Anthropology, and WMST 330 Women in Leadership.

3.0 Recertification of Existing GE Courses. The Committee (through the work of three subcommittees) continued its review of carry-over courses from previous years in GE categories III.B.2 “Introduction to the Humanities” and III.B.3 “Implications and Explorations and Participatory Experience in the Arts and Humanities.” All but five courses have been completed. The Committee initiated review of courses in III.A. “Disciplinary Learning in the Mathematics and Natural Sciences.” Review of III.A.1 “Mathematics” has been completed. Review of III.A.2 “Natural Sciences” and III.A.3 “Implications and Explorations in Natural Sciences and Mathematics” is proceeding and should be completed in fall 2004. Notification has been sent (5/13/04) to departments with courses in GE Category II. “Historical and Cultural Foundations” requesting documents for recertification review be sent by October 22, 2004. The process of recertification has proven to be a useful vehicle to encourage and support departments and divisions to ensure that GE courses address and met the required GE Learning Goals in the appropriate category.

4.0 Ad Hoc GE Assessment Committee. Under the direction of Pat Szeszulski, the ad hoc GE Assessment Committee meetings have included utilization of the FDC Decision Support Center. The committee has generated two documents which will be ready for review by the full GE Committee in fall 2004.

5.0 Changes to GE Working Guidelines. A few clarifications and additions were made to the GE Working Guidelines. The current version is attached below as an Appendix.

6.0 Proposals to the Academic Senate. In addition to the Committee’s recommendations regarding GE New Course Proposals, three recommendations were offered to the Academic Senate for its consideration. All three were accepted.

First, the GE rules for Math and Natural Science currently state “A.1 Mathematics (3-4 units) (Maximum of one lower division course counted in this section.) A grade of “C” or better is required in this section.” The GE Committee recommended that the Academic Senate replace “(3-4units)” with “(3 units minimum)” and eliminate the rule that states, “Maximum of one lower division course counted in this section.”

Second, the Committee suggested adding the following line to UPS300.004:

3. Grading standards and criteria to include a statement indicating whether or not +/- grading will be used;

Third, the Committee suggested adding the following line to UPS300.004 and UPS 411.201:

7. c. Courses in Oral Communication (I.A.), Written Communication (I.B.), Critical Thinking (I.C.) and Mathematics (III.A.1) shall include a statement that
“A grade of “C” (2.0) or better is required to meet this General Education requirement. A grade of “C-” (1.7) or below will not satisfy this General Education requirement.”
“d. An indication of the way in which the General Education writing requirement shall be met and assessed.”

7.0 Plans for 2004-2005. The GE Committee plans to focus on 1) continuing the review and recertification of existing GE courses; 2) review of GE New Course Proposals; 3) review of assessment; 4) consider other matters pertinent to the GE program, including the GE impact/needs of the proposed Streamlined Teacher Education Program (STEP).

APPENDIX

**Review of General Education Courses:
Working Guidelines
May 5, 2004**

Course Outlines (syllabi)

- Course outlines (syllabi) for courses that meet General Education requirements shall include the following:

- a. a statement of the specific General Education requirement(s) that the course meets.

Departments are encouraged to add a statement that clarifies for students that courses offered by the department of the student's major may NOT be used to fulfill the requirements in categories III or IV, with the exception of categories offering choices from only one department.

For example, SOCI 351: "This course fulfills GE category III.C.2, Implications and Explorations and Participatory Experience in the Social Sciences, except for Sociology majors."

- b. an inclusion of the learning goals for the General Education category or categories in which the course carries credit; and

Courses under recertification review will be encouraged to include on the course syllabi linkage to learning goals as detailed on the nine questions so students will better understand how the course satisfies the General Education learning goals.

- c. an indication of the way in which the General Education writing requirement shall be met, assessed, and reflected in the final course grade.

Course syllabi must specifically and in detail address paragraph four of 411.201, which states: "...general education courses will include student writing assignments appropriate to the course. Writing assignments in General Education courses should involve the organization and expression of complex data or ideas and careful and timely evaluations of writing so that deficiencies are identified and suggestions for improvement and/or for means of remediation are offered. Assessment of student's writing competence shall be used in determining the final course grade." (p.1).

The syllabus should reflect the opportunity to provide students with timely feedback and evaluation of their writing skills.

GE Categories

- Courses will be approved for only one GE category, with the exception of courses approved for category V (Cultural Diversity).
- Courses submitted in the Implications and Explorations categories shall have as a prerequisite the completion of the relevant introduction GE category. Changes in course prerequisites will require filing a Course Change Form with the Office of Academic Programs.

Audience

- GE courses cannot be used on graduate study plans. Since UPS 411.100 defines 400-level courses as appropriate for graduate study plans, the GE committee will require that any 400-level course now in GE convert to the 300-level course. This will require filing a Course Change Form in the Office of Academic Programs.
- Courses designed for and primarily serving a department's major normally will not be approved for GE. Enrollment data on the actual number of majors and non-majors taking the course is helpful in gauging the audience of the course.

Learning Goals and Assessment Strategies

- In addition to listing the learning goals for the category of GE, the syllabi must reflect how they will be assessed.
- Do not simply paraphrase the learning goals in UPS 411.201 for a particular GE category. Instead, link the learning outcomes to the specific course under review.
- Courses approved for Cultural Diversity must address all of the learning goals for this category.

Cultural Diversity

- Cultural Diversity courses are approved in three GE categories: Implications and Explorations in the Arts and Humanities, Implications and Explorations in the Social Sciences, and Lifelong Learning.
- Courses that are awarded the star (*) for Cultural Diversity shall have cultural diversity as a primary focus.

- Unlike many other areas of GE, the learning goals for this category stipulate that a course must meet **all** of the stated learning goals. Courses proposed for Cultural Diversity requirement must link each individual learning goal in GE category V to their specific course. Do not simply paraphrase the learning goals.
- The learning goals for Cultural Diversity are
 1. To understand that culture is socially constructed and fundamental to social interaction.
 2. To appreciate the complex relationships that gender, ethnicity and class bring to a discussion of society and culture.
 3. To understand that because we live in an inter-connected world, we need to understand the diversity and relationships within and among cultures.
 4. To recognize and evaluate how one's cultural history affects one's sense of self and relationship to others.
- Working interpretation of cultural diversity learning goals:

Goals 1 and 2: Cultural diversity courses should contribute to the enhanced appreciation of the importance of factors of culture, gender, ethnicity and class.

Goal 3: Cultural diversity courses should enhance knowledge of comparison and contrasts between specific cultures and enhance knowledge of specific features of cultural (gender, ethnicity, and class) groups.

Goal 4: Cultural diversity should enhance appreciation of how one's sense of self and relationship to others has been affected by or reflected in the contributions of various ethnic and gender groups to United State history, political institutions, and values, within contexts of cultural accommodation and resistance.

Review by the General Education Committee

New Course Proposals (approved May 23, 2003)

- Review of new course proposals by the GE Committee shall occur in two phases. In phase one, all new course proposals will be distributed to members of the GE Committee at least ten working days prior to placement on the agenda as a discussion item. During the discussion of the course, committee members will have an opportunity to review and ask questions which may require further consultation. Phase two commences when such course is placed on the agenda as an action item."

**General Education Committee Communication (approved
September 26, 2003)**

- All written communication pertaining to actions or statements of policy taken by the General Education Committee shall be reviewed by that body prior to further distribution.

**Policy Statement Regarding the Implementation Timeline for Newly
Approved GE Courses (approved October 10, 2003)**

- Students may not use a course to satisfy a GE requirement until the course has been approved by the GE Committee and published in the class schedule. Changes to the approved list of General Education courses (additions, deletions, changes in category) are effective as of the term the change appears in the fall, spring or summer schedule of classes. In most cases, this means that a course approved for GE in the fall will not appear as an approved GE course until the following summer or fall schedule is published. Courses approved for GE in the spring usually appear as an approved GE course for the first time in the following spring schedule. Exceptions can be handled by memo from the Office of Academic Programs or by individual students utilizing the petition process.