

TO: SUNY Cortland Faculty Senate

FROM: Dr. Chris Widdall

 Chair, Educational Policy Committee

DATE: November 19, 2019

RE: SUNY Cortland General Education Policy Revisions

The Educational Policy Committee (EPC) has been asked to review suggested revisions to the General Education (GE) Course Proposal Guidelines. This final revision document was developed in collaboration with the GE Committee, the EPC, and the SUNY Cortland faculty through the vetting process at SUNY Cortland.

**Item:** SUNY Cortland – General Education Policy

**Rationale:** Revision of General Education Course Proposal Guidelines

The GE Committee proposes the below changes in an effort to make the course proposal process more transparent to those wishing inclusion in the General Education Program.

The revisions do not include any policy changes. However, for bullet #11 under “Guidelines for General Education Courses” a note has been added on why this bullet had been removed and how that policy item will stay intact within this revised document.

Note: for revisions, changes are indicated in red; deletions are noted by strike out

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| Current | Revised |
| **General Education Course Proposal Guidelines** | **Guidelines for Proposing a General Education Course** ~~Proposal Guidelines~~  |
| The General Education Committee, a committee established by and reporting to the Faculty Senate, recommends courses included in the Cortland General Education Program.  The committee’s responsibility is to ensure that proposed courses meet the intent and outcomes of the particular General Education categories and will fulfill the established category goals, objectives, and learning outcomes.  Courses are submitted to the General Education Committee after having been approved by the college curriculum process as outlined in the Curriculum Change Guide, except in the case of special topics courses (refer to #6 of the “Guidelines” below).  | ~~The General Education Committee, a committee established by and reporting to the Faculty Senate, recommends courses included in the Cortland General Education Program.  The committee’s responsibility is to ensure that proposed courses meet the intent and outcomes of the particular General Education categories and will fulfill the established category goals, objectives, and learning outcomes.  Courses are submitted to the General Education Committee after having been approved by the college curriculum process as outlined in the Curriculum Change Guide, except in the case of special topics courses (refer to #6 of the “Guidelines” below).~~The Faculty Senate established the General Education Committee to review and recommend courses to be included in the Cortland General Education Program.  The committee’s responsibility is to ensure that courses meet the intent and outcomes of the particular General Education categories.  |
| **Cortland General Education Program**1. Quantitative Skills
2. Natural Sciences
3. Social Sciences
4. United States History and Society
5. Western Civilization (optional)
6. Contrasting Cultures
7. Humanities
8. The Arts
9. Foreign Language
10. Basic Communication
11. Prejudice and Discrimination
12. Science, Technology, Values and Society

 Students must complete a minimum of 30 credits hours of SUNY General Education.  | **Cortland General Education Program**1. Quantitative Skills
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 Students must complete a minimum of 30 credits hours of SUNY General Education.  |
| **Guidelines for Review of General Education Courses** Guidelines for Review of General Education Courses1. General Education (GE) Committee’s jurisdiction shall extend to all General Education categories.
2. GE courses shall not normally\* have prerequisites.
3. GE courses shall normally\* be introductory courses that emphasize examination and explanation of fundamental principles of academic disciplines.
4. Four-hundred level courses and above shall not normally\* be considered appropriate for inclusion in GE.
5. Proposals for inclusion of courses in GE shall demonstrate clear and specific connection between the content of the course and the goals, assumptions, objectives, and learning outcomes of the category to which inclusion is proposed.  In addition, all GE courses must conform to the existing rule that they fulfill the GE writing requirement (5 page minimum).
6. Special topics (-29) courses may be submitted for inclusion in local GE, although they can be offered no more than three times under the -29 course number.  These courses are specifically identified with the GE Category included in the course title.
7. The GE Committee may suggest modifications of course proposals that fail to meet the GE category requirements.
8. The GE Committee shall offer an explanation if a course is denied for inclusion in GE.
9. The authors of denied course proposals shall have the right to appeal the GE Committee’s decision, whether in writing, in person, or both.
10. The GE Committee welcomes courses that encourage interdisciplinary study.
11. Amendments to, or alterations of, these guidelines require approval of the Faculty Senate, the body to which the GE Committee is responsible.
12. GE Committee decisions and actions shall apply prospectively (that is, from the time of enactment forward).
13. Faculty will have the ability to appeal committee decisions by meeting with the General Education Committee.

 \*Rationale will need to be provided if courses do not follow the normal guidelines in #2, #3 and #4 above. Refer to the College Catalog for more details on the General Education Requirements.   | **Guidelines for ~~Review of~~ General Education Courses** ~~Guidelines for Review of General Education Courses~~1. ~~General Education (GE) Committee’s jurisdiction shall extend to all General Education categories.~~
2. ~~GE courses shall not normally\* have prerequisites.~~
3. ~~GE courses shall normally\* be introductory courses that emphasize examination and explanation of fundamental principles of academic disciplines.~~
4. ~~Four-hundred level courses and above shall not normally\* be considered appropriate for inclusion in GE.~~
5. ~~Proposals for inclusion of courses in GE shall demonstrate clear and specific connection between the content of the course and the goals, assumptions, objectives, and learning outcomes of the category to which inclusion is proposed.  In addition, all GE courses must conform to the existing rule that they fulfill the GE writing requirement (5 page minimum).~~
6. ~~Special topics (-29) courses may be submitted for inclusion in local GE, although they can be offered no more than three times under the -29 course number.  These courses are specifically identified with the GE Category included in the course title.~~
7. ~~The GE Committee may suggest modifications of course proposals that fail to meet the GE category requirements.~~
8. ~~The GE Committee shall offer an explanation if a course is denied for inclusion in GE.~~
9. ~~The authors of denied course proposals shall have the right to appeal the GE Committee’s decision, whether in writing, in person, or both.~~
10. ~~The GE Committee welcomes courses that encourage interdisciplinary study.~~
11. ~~Amendments to, or alterations of, these guidelines require approval of the Faculty Senate, the body to which the GE Committee is responsible.~~ This item was removed from the list and the “Approved by Faculty Senate” has been added at the bottom. The indicator at the bottom, confirms that approval of the Faculty Senate is part of the process for changes to these guidelines making this bullet unnecessary.
12. ~~GE Committee decisions and actions shall apply prospectively (that is, from the time of enactment forward).~~
13. ~~Faculty will have the ability to appeal committee decisions by meeting with the General Education Committee.~~

 ~~\*Rationale will need to be provided if courses do not follow the normal guidelines in #2, #3 and #4 above.~~ ~~Refer to the College Catalog for more details on the General Education Requirements.~~ The purpose of General Education courses is to examine and explain fundamental ways of knowing common to academic discourse. When designing a course for GE approval, the following criteria must be considered: 1.    The design of a General Education course should connect the content of the course to the goals, assumptions, objectives, and learning outcomes of the General Education category.2. General Education courses are typically: introductory in nature, do not have prerequisites and should be accessible to non-majors. Additional rationale must be provided if a course is advanced, has pre-requisites or is majors only.3.    All GE courses must include a minimum five-page writing requirement. 4.    Special topics (-29) courses may be submitted for inclusion in local GE, although they can be offered no more than three times under the -29 course number.  These courses are specifically identified with the GE Category included in the course description.5.    Courses that are interdisciplinary in nature are encouraged. GE Committee Review ProcessCourses approved by the college curriculum process are then submitted to the General Education Committee for review.  The Committee will use the following process for evaluation:   1. The Committee reviews submitted proposals based on the category goals and outcomes, and the above guidelines.
2. Courses that do not meet the GE criteria will be returned with suggestions for revision.
3. Faculty may appeal the GE committee’s decisions in writing, in person, or both.
4. Courses meeting the GE criteria will be approved and forwarded to the next level of review (Provost). Except for local categories (11 and 12), courses must also receive SUNY approval.
5. GE Committee decisions and actions are not retroactive.

Approved by Faculty Senate: Date is added when approved.  |