

## Proposed Interim Process for Vetting Gen Ed Proposals

### What Kind of Process?

The General Education Oversight Committee (GEOC) has established a set of “checklists”, derived from the original course-area templates that are designed to be filled out by the faculty members submitting courses. These checklists will take the place of the 2-3 page narrative that is currently required, both reducing and focusing the faculty member’s work. Since there are already many proposals ready to be vetted, or nearly so, for which faculty have already completed the narrative, GEOC is reluctant to require the extra time associated with also filling out the checklists. Hence, all *pending* Gen Ed proposals can be submitted with the narrative, whereas all future submissions must include the checklist instead of the narrative. For all pending proposals, GEOC will complete the checklists as part of their review.

The proposed process is only an interim process until the Senate votes on the adoption of a new General Education program, which is slated for a vote in fall 2010. In addition, GEOC anticipates that the way in which documents can be handled at the University will become increasingly sophisticated, perhaps even in the short term, allowing for improvements to some of the details described below. However, it is imperative that we have a viable procedure for vetting proposals in place by the start of the 2010/2011 academic year.

### What Happens at the College Level?

Faculty colleagues who are submitting proposals will work with their College administrators (typically one of the Associate Deans) to assemble the following documents, *in the order* listed.

1. Cover Sheet
2. Checklist for New Submissions; 2-3 Page Narrative for Pending Proposals
3. Syllabus
4. Additional Forms – as needed, such as New Course forms, Major/Minor Change forms
5. Signature Routing Log – all Departmental and College level approvals should be present on the Log

This material *must be checked for completeness* at the College level. College advisory committees will do their usual tasks, checking to see if the syllabus meets University guidelines, offering opinions on whether the changes suggested are major or minor, etc. Once this packet is complete, the Associate Dean’s office will combine all parts of the packet into one pdf file and post it to GEOC’s Sharepoint site under the Submissions folder. This posting will trigger an automatic email to Undergraduate Education (currently to Sharon Gill) indicating that a proposal has been posted. Sharon will then double check the packet for completeness and notify the appropriate Associate Dean if there is a problem. Otherwise she will work within Sharepoint so that the appropriate Area Expert (see below), along with the GEOC Chair, will receive an automatic email notification.

To ensure sufficient time for review, revision if necessary, and final approval by the University Senate, there is a deadline for submission of course proposals to be included in the fall 2011 Bulletin. Any Gen Ed course proposal that is desired to be included in the fall 2011 Bulletin **MUST BE SUBMITTED VIA THE SHAREPOINT SITE BY CLOSE OF BUSINESS ON DATE**. GEOC will continue to review proposals during the remainder of the fall 2010 semester, as well as during spring 2011, but there is no guarantee that those courses will be reviewed and approved in time for inclusion in the 2011 Bulletin.

### **How is GEOC Structured?**

The GEOC is comprised of a core of 10 individuals (“Area Experts”), one for each of the ten areas of the pending General Education program, along with assorted ex officio members, including the GEOC Chair and the Senate Council Chair. These individuals were all identified and charged by the Senate Council; only the 10 core members and the Senate Council Chair vote. Each Area Expert will direct the formation of a pool of faculty reviewers for that Area. This may also include a campuswide solicitation for self nominees. The faculty pool of reviewers will conduct the actual reviews for their given Area. The review process will be completely open in the sense that any UK employee with an AD or MC account will have the rights to read in-progress and completed proposals on the Sharepoint site; editing and revising rights will be limited to only certain individuals.

### **What Happens in GEOC?**

Once the GEOC Area Expert is notified, s/he will access the proposal and identify two reviewers from the faculty pool for that Area. These two reviewers will independently review the proposal by accessing and completing a copy of the Area-specific checklist. Once contacted, a reviewer will be expected to complete a thorough review of the course proposal (including assurance that the checklist expectations have been met) within two weeks, *provided any requests for clarification, additional information, etc., from the reviewers are responded to by the relevant faculty/Associate Dean in a timely manner*. If the two reviewers are in agreement about what should happen to the proposal, the Area Expert will then present the proposal to the larger GEOC membership for approval. If the two reviewers do not agree, the Area Expert will act as a third reviewer. In this instance, the majority opinion will be communicated to GEOC members along with a clear indication that the Area Expert was needed to break a tie. Approvals in the larger oversight committee will likely take place electronically, by lack of objection. All completed checklists will be posted on the abovementioned Sharepoint site.

### **What Role Does Undergraduate Council Play?**

GEOC has requested that Associate Provost Mike Mullen designate the ten GEOC Area Experts as a subcommittee of the Undergraduate Council (UC), and charge them with the review of those parts of a course submission (structure of the syllabus, appropriateness of a claimed level of change, etc.), that would traditionally be dealt with in the UC. There will be at least one voting member of GEOC who will also be a standing member of the UC and this person will be responsible for transitioning all the Gen Ed submissions to the UC, on behalf of the GEOC. At that time, the UC will have the opportunity to ask further questions, approve, or deny the proposals. After approval by the UC, the course proposals will be transmitted to the Office of the Senate Council, where final Senate Council and Senate approval will be achieved via traditional web transmittals. Gen Ed courses will be duly identified on such transmittals.

### **What Happens When a Proposal is Not Approved?**

If the problem is at the GEOC level, the GEOC Chair will inform the appropriate Associate Dean. If the problem is at the Undergraduate Council level, that office will contact the appropriate Associate Dean. Any rejection at the Office of the Senate Council will be communicated from that office.

### **What Happens after Final Approval?**

The submitting faculty member and Associate Dean will be contacted by the Office of the Senate Council when the proposal has received final approval.