Date: March 5, 2010

To: Cindy Bumgarner, Foreign Languages
Ken Chapman, Finance and Marketing
Jennifer Lillibridge, Nursing
Bill Loker, Undergraduate Education, Co-chair
Kate McCarthy, Religious Studies
Chela Mendoza Patterson, Educational Opportunity Program
Lori Beth Way, Political Science, EPPC, Co-chair
Thia Wolf, English / First Year Experience
Charles Zartman, Professional Studies in Education

From: Sandra M. Flake, Provost

Subject: General Education Implementation Team

Thank you for agreeing to serve on the General Education Implementation Team. As you know, the campus has been engaged in an extended consultative process focused on the revision of the General Education program on our campus. After several months of debate in the Academic Senate, a new Executive Memorandum 10-01 outlining an innovative General Education program has been approved. Given that the new program represents a significant departure from past curriculum and pedagogy, I have convened this Implementation Team to work with faculty, staff, students, and administrators to oversee the process whereby the General Education redesign outlined in the EM becomes reality.

Charge
The Implementation Team is charged with overseeing, facilitating and guiding the implementation of the new EM governing General Education that was recommended by the Academic Senate and approved by the President. The Implementation Team will work closely with the existing General Education Advisory Committee (GEAC) on this charge. Together, the Implementation Team and GEAC will provide guidance, support, and direction to the implementation process.

These tasks include:

1. Communicating and consulting with faculty and other campus stakeholders on the characteristics of the new General Education Program and the types of curricular and pedagogical changes anticipated in the new program;
2. Organizing forums – both face-to-face and virtual – where faculty can interact to discuss and create new or revised courses for General Education;

3. Facilitating faculty-to-faculty contact in the design of Foundation, American Institutions, and Pathway courses and the interaction among these courses;

4. Clearly articulating criteria for new/revised courses and Pathways;

5. Creating a straightforward and reasonable process for the initial review of courses and Pathways that is fair, transparent, and not overly onerous for the proposers or the reviewers;

6. Exploring and facilitating the formation of faculty learning communities (FLCs) or other mechanisms focused on course revision and Pathway establishment;

7. Identifying sources of financial and other support for FLCs and other mechanisms and articulating criteria for allocation of those resources;

8. Supporting the subsequent curricular approval processes called for in the EM (assessment processes for the new program, establishment of interdisciplinary minors, etc), through the appropriate shared governance processes;

9. Recommending a name for the new General Education program; and

10. Outlining the key elements of an assessment plan that addresses the program elements individually and the program as a whole.

The Implementation Team will submit quarterly reports to the Provost as well as periodic updates to the Academic Senate on the process of General Education program implementation. The goal for the campus is to have elements of a new General Education program in place by fall 2011 and full implementation by fall 2012. Therefore a timeline for the Implementation Team’s activities follows:

**Timeline**

*Spring 2010*

- Consulting and communicating with faculty, students, and other interested parties.
- Organizing initial forums to explain the new program.
- Developing specific guidelines for course and Pathway development.
- Organizing workshops with faculty on curricular and pedagogical design.
- Disseminating and discussing faculty design proposals for courses and Pathways.

*Fall 2010*

- Continuing discussion of courses, Pathways, and links among them.
- Facilitating faculty learning communities on General Education course and Pathway design and assessment.
- Working with departments and programs on General Education substitutions and modifications for review by GEAC.
• Working with GEAC and EPPC on catalogue revisions for fall 2011 catalogue.

Spring 2011

• Completing curricular revisions and linkages among Foundation and American Institution courses. (Students enrolling in fall 2011 should receive General Education credit for American Institution courses.)
• Working with faculty and others on the development of Pathways identified in the consultative process outlined above, including selection of courses, obtaining approval of deans and department chairs and election of Pathway coordinators.

Fall 2011

• Working with GEAC, and in consultation with the Senate, determine the number and thematic content of Pathways according to the following criteria: the need to meet student demand; maintain coherence; ensure the quality of proposed pathways; and meet the values of GE, by the end of Fall 2010.
• Completing final development of new/revised courses in Pathways by September 30, with curricular proposals for interdisciplinary minors to EPPC by that date.
• Consulting as necessary with GEAC, EPPC, and Senate as curricular proposals move through approval process.
• Consulting as necessary on catalogue changes consistent with Pathways and other features of revised General Education program.
• Development of final catalogue language.

Fall 2012

• Revised General Education program implemented.

Thank you again for being willing to serve on this important Implementation Team. Please feel free to call me if you have any questions.

Attachment

cc: Jennifer Meadows, Chair, Academic Senate
Charley Turner, Chair, GEAC
Council of Chairs
Council of Academic Deans
Drew Calandrella, Vice President, Student Affairs
Paul J. Zingg, President