

General Education Administration Draft Proposal (Dave Haney, Carter Hammett-McGarry, Tim Harris, David Humphrey, Doris Jenkins, Jeni Wyatt)

The general education program will be administered within the University College (see attached diagram), reporting to the Associate Provost for Undergraduate Education.

See attached organizational chart for gen ed.

- 1) The faculty coordinator would be appointed by the Provost. He/she will probably seek nominations and applications from the faculty.
- 2) Members of faculty committees would initially be nominated by the Gen Ed Task Force and departments and deans, and initially appointed by the Associate Provost, Director of Gen Ed, and Faculty Coordinator. Afterward they would be nominated by departments and deans and appointed or approved by the Gen Ed Committee. Committee chairs (to coordinate meetings and serve on the next level committee) would be elected by the committee, as per Senate procedures.
- 3) Faculty would serve 3-year terms on committees (staggered at first—1- 2- and 3-year terms)
- 4) The EPA admin gen ed director would be responsible for day-to-day administration of the program, and in that capacity he or she would report directly to the Associate Provost. **[more specific duties on separate sheet]**
- 5) The EPA admin assistant director would handle special projects such as learning community links, coordination of first-year seminar events, etc.
- 6) The faculty gen ed coordinator would be responsible for
 - a. With the Gen Ed Committee, coordinating academic oversight of the program, including quality and appropriateness of perspective themes and the first-year seminar.
 - b. Coordinating the faculty committees and convening the Gen Ed Committee
 - c. Recruitment of faculty to teach in gen ed
 - d. Coordination of academic issues with departments (capstones, relation to major, etc.)
 - e. Working closely with the EPA admin gen ed director on planning and troubleshooting
- 7) Graduate assistants would be assigned as needed.
- 8) The Perspectives committees would need an executive committee, since there will be overlap among the perspectives (courses might fit into themes in more than one perspective). The historical, fine arts, and literary committees could operate more independently.
- 9) The Gen Ed Committee, chaired by the faculty coordinator, would comprise the following (19 people):
 - a. Chairs of perspective committees (4)
 - b. Chairs of historical, fine arts, and literary committees (3)

- c. Chairs of wellness and quantitative literacy committees (2)
- d. Faculty coordinator (1)
- e. First-year seminar coordinator (1)
- f. EPA director and assistant director (2)
- g. Assoc. Provost (1)
- h. WAC/CAC Coordinator (1)
- i. Liaisons for information and technology competency, assessment, and advising (3)
- j. Liaison from student gen ed advisory board (1)

This committee would discuss policy, make recommendations to AP&P (it could have a curriculum subcommittee), and plan.

- 10) We would preserve the current approval process: new courses go to AP&P; gen-ed only matters would be approved at the level of the Gen Ed Committee.