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**COMMITTEE ON INSTRUCTION AND CURRICULUM**

Wednesday, October 30, 2013

**TO:** The Executive Committee  
**FROM:** The General Education Subcommittee  
**VIA:** The Committee on Instruction and Curriculum (CIC)  
**SUBJECT:** 13-14 CIC 4 amended: Policy for Renewal of General Education Classifications  
**ACTION REQUESTED:** That the Academic Senate approve the proposed policy; effective immediately.

**BACKGROUND INFORMATION:**

Courses used to be approved for general education (GE) credit for 5-year periods (see, for example, [04-05 CIC 21](#), [05-06 CIC 15](#), [06-07 CIC 3](#)). However, the Senate seems to have no mechanism for renewing GE courses. Therefore, once a course is approved for GE credit, it is approved until the department asks for revocation or the course is removed from the Catalog. This makes policies such as [08-09 CIC 47 GE-Approved Course Syllabi Requirements](#) and 02-03 CIC 12 difficult to enforce.

On Monday, October 21, 2013, CIC amended this document, changed some of the language to allow the possibility for changes in the forms necessary for the renewal process.

On Monday, November 18, 2013, the CIC drafted a revised version of this policy, based on input from the first reading in the Academic Senate meeting on November 21, 2013. The CIC approved this revised version unanimously and the Chair of CIC will propose replacing the previously proposed policy with this revised policy during the second reading.

On Tuesday, December 3, 2013, the Academic Senate amended this document to ensure that the language is consistent in the second line, stating that "All area C courses will be considered for renewal in 2015-16" rather than "All area C courses will be renewed or revoked in 2015-16."

**POLICY FOR RENEWAL OF GENERAL EDUCATION PROGRAMS**

The General Education Subcommittee shall be charged with renewing General Education designations in five-year intervals. All area C courses will be considered for renewal in 2015-16, area B courses will be considered for renewal in 2016-17, area D courses will be considered for renewal in 2017-18, area A courses will be considered for renewal in 2018-19. All other areas will be considered for renewal in 2019-20. (The reason for performing the renewals by area, rather than by date of first approval is two-fold: it allows the subcommittee to concentrate on a single set of learning outcomes and it avoids the bookkeeping complications of which courses are renewed when relative to their initial approvals.) Departments seeking renewals for their courses will be provided a form for renewal and should be expected to provide syllabi and evidence of student accomplishments. Consistent with the Policies and Procedures of CIC (Article V, Section 4), the CIC shall be responsible for informing departments when their courses are subject to GE renewal,

keeping detailed records of course review, and communicating the details of that review to faculty member(s) and department chairs submitting the course. Departments will be given an opportunity to revise and resubmit their proposals. Also consistent with our policies and procedures, minutes of the GE Subcommittee meetings detailing discussion, votes, and decisions regarding proposals will be kept on the Academic Senate website. If a renewal request is not submitted for a particular GE course, revocation of GE certification is automatic. If a course is not renewed, its GE certification will be revoked.

**ACTION REQUESTED:**

On October 21, 2013, CIC members voted unanimously to accept the Policy for Renewal of General Education Classifications and recommends approval to the Academic Senate; the policy would be effective immediately.