TO: The Academic Senate
FROM: The Committee on Instruction and Curriculum
SUBJECT: 13-14 CIC 5: Approval of Modifications to GE Courses, including conversion to Online/Hybrid, by the GE Subcommittee
PURPOSE: Approval of the Academic Senate

ACTION REQUESTED:
That the Academic Senate approve the policy stating that all requests for changes to GE courses, including conversion to online/hybrid format, be referred to the GE Subcommittee of CIC for approval. Only those GE courses that have received approval by the GE Subcommittee to be offered in an online or hybrid modality may be scheduled as online/hybrid. If the GE Subcommittee approves the modified course for GE credit, the approval need not go to CIC or Senate.

BACKGROUND INFORMATION:
Past policy dictated that the Senate should be notified when GE-approved courses are converted to online or hybrid format (08-09 CIC 19). An even earlier policy indicated that non-CIC curricular actions should be reported quarterly to the Senate Office by APGS for posting to the CIC website (05-06 CIC 35), a procedure that has not been followed for a number of years due to the overwhelming number of curriculum changes occurring each quarter. Some courses have been approved to be taught online/hybrid, but despite the pointer on the Course Modification Form (in question 6), the programs offering these GE courses have not submitted their courses to the GE Subcommittee for approval. Thus some courses are being offered online/hybrid without approval for GE credit. We here emphasize that GE courses need to be approved by the GE Subcommittee when moving to online/hybrid.

Note that, at the end of AY12-13, the GE Subcommittee approved a proposal to have all GE courses re-certified every five years. This lessens the aforementioned “systemic failure” as the GE Subcommittee will eventually discover the changeover. This will also give the Senate documentation of changes and approvals.

The chair of CIC will inform deans of the colleges of the need for GE Subcommittee approval for modifications or conversion of GE courses.

The suggested procedure for implementation of this policy will be:
Planning and Enrollment Management (PEM) will run a report every quarter and provide to APGS the list of all courses that are scheduled to be taught online/hybrid after the schedule is posted but before the schedule is “live” for students. APGS will confirm that each course has received approval to be taught online/hybrid and, more specifically, has received approval from the GE subcommittee to be an online/hybrid GE course. APGS will notify department chairs if a listed course has not been approved to be offered online/hybrid and will request to remove the course from the schedule, pending review by the GE subcommittee. Alternatively, a GE course not approved to be offered online/hybrid may continue to be offered face-to-face.