Dear Faculty:

Cal State East Bay seeks a regular member of the faculty to serve as a full-time General Education (G.E.) Program Director for the term 2009-12. The G.E. Director is a 12-month appointment receiving 12 units of assigned time per quarter. The term begins on 07-01-09.

The current G.E. program began for first time freshmen in 1998. It was revised in 2003. The CSUEB G.E. Program stresses the traditional values of a liberal arts and sciences education for all undergraduates, and at the same time incorporates features, such as student cohorts, clusters of courses in subject areas, skill courses linked to subject matter courses, learning communities, information literacy, assessment, and student support services linked to academic work. These features require an extraordinary amount of coordination among faculty, students, and staff. The G.E. Program Director is also responsible for the assignment and scheduling of lecturers and regular faculty to General Studies courses.

The Director must have a strong commitment to liberal arts and sciences education, as expressed in the G.E. program, as well as to the design of the program. S/he must have the ability to work effectively with a wide variety of faculty and staff, and to deal creatively with student concerns. A job announcement is attached which describes the responsibilities and duties of the position in detail.

Interested faculty should submit a letter of application and a short resume to the Academic Senate Office, LI 2200, by April 10, 2009. Interviews will be scheduled and conducted by the Search Committee. Search Committee nominations for this position will be presented to the Executive Committee, for final approval of the appointment, no later than May 12, 2009.

G. E. Program Director Search Committee
Carl Bellone, AVP, APGS
James Mitchell, Teacher Ed (and 08-09 CIC Chair)
Margaret Rustick, Director of Composition

Attachment
CALIFORNIA STATE UNIVERSITY, EAST BAY
Announcement for
General Education Program Director
July 1, 2009 to June 30, 2012

Cal State East Bay is seeking a General Education (G.E.) Program Director for a three-year term beginning July 1, 2009 to June 30, 2012. This position is subject to reappointment. The G.E. Program Director must be a regular member of the faculty. The G.E. Director is a 12-month appointment receiving 12 units of assigned time per quarter.

The G.E. Program Director is responsible for working with the faculty to develop the G.E. curriculum, including development of the first-year clusters (learning communities), assisting faculty in the development of assessments in basic subjects, working with the Colleges to develop and oversee assessment in subject content areas, development of a long-term assessment plan, creation of activity modules, orientation for faculty who teach in the clusters, and the scheduling of the clusters. The Director will work with the Faculty Development Center to design and facilitate summer workshops for faculty who will teach linked courses. The G.E. Program Director also works with the General Education, Critical Thinking, and Cultural Groups and Women Subcommittees of CIC regarding the approval process for courses to meet the G.E. requirements of the University.

The Director works with students in the G.E. program to help solve registration problems, make cluster assignments, and assist with a variety of student advisement services and issues.

The Director is responsible for scheduling General Studies (G.S.) courses and for the selection, training, and coordination of lecturers and regular faculty who teach G.S. courses. The Director is also responsible for assisting with the enforcement of CSU and CSUEB remediation policies for freshmen, working with the Colleges to schedule remedial courses and advising students on procedures to complete remediation.

The Director is responsible for helping to implement First-Year Experience events, including the Summer Book Connection, Freshmen Convocation, freshmen socials, mandatory freshmen orientation, peer mentoring program, major exploration events, and other related activities.

The Director will assist with recruitment efforts to publicize the G.E. Learning Community Program to prospective freshmen. The incumbent supervises the General Education Office and reports to the Associate Vice President, Academic Programs and Graduate Studies. The Director makes an annual report to the Executive Committee, has periodic meetings with the Colleges, and is part of the Student Success and Assessment Committee (SSAC).

Interested faculty should submit a letter of application and a short resume to the Academic Senate Office, LI 2200 by April 10, 2009. Interviews will be scheduled and conducted by the Search Committee for the Director of the General Education Program.

Questions may be directed to Carl Bellone, Academic Programs and Graduate Studies.
Position Announcement

General Education Program Director

To be appointed by the Executive Committee of the Academic Senate
Three-year term, subject to reappointment
12 month annual appointment (12 units of assigned time per quarter)
Reports annually to the Executive Committee
Begins Summer 2009
Position reports to Associate Vice President, Academic Programs and Graduate Studies

DUTIES

1) Assist Faculty in Developing GE Curriculum (working with the Office of Academic Programs and Graduate Studies);

- Oversee evaluation of first year clusters
- Encourage development of first-year clusters, as needed
- Serve as liaison with CIC
- Meet with Colleges’ Council of Chairs and Provost’s Council, as needed to keep departments and administration informed on changes and updated on GE activities
- Works with the Colleges and departments to coordinate faculty and course cluster schedules
- Oversee approval of courses for GE by working with the GE Subcommittee of CIC
- Serve on CIC subcommittees for approval of courses in Critical Thinking and Cultural Groups and Women

2) Assist Students and Faculty with GE problems, petitions and questions (working with the Office of Academic Programs and Graduate Studies);

- Use PeopleSoft to advise students and help solve registration problems
- Work with students, faculty, and Academic Advising and Career Education (AACE) to resolve problems concerning the cohorts
- Coordinate advising with Student Affairs, Planning and Enrollment Management, Academic Advising and Career Education, and faculty advisors
- Coordinate freshman advising (allowing the AACE to focus on freshmen on academic probation and transfer students)
- Work with the Colleges and Concord Campus personnel to assure sufficient upper division GE course offerings and lower division course offerings for the Pre-Nursing Program at the Concord Campus each quarter

3) Assist Faculty in Designing GE Assessment (working with the Office of Institutional Research and Analysis) by working with them to:

- Develop and oversee implementation of assessments in basic subjects (Composition, Communication, Critical Thinking, and Quantitative Reasoning)
- Develop and oversee assessment in subject content areas (Humanities, Natural Sciences, Social Sciences) (working with the relevant college, Curriculum Committees, and CIC)
- Design, develop, and oversee program assessment (effect of program on retention, development of community, etc)
- Implement long-term assessment of effects of G.E. program on student success
4) **Coordinate GS Courses** (working with the Office of Academic Programs and Graduate Studies)
   - Schedule General Studies Courses
   - Select, train, and coordinate graduate student TAs, lecturers and regular faculty who teach GS courses
   - Assist in development of General Studies courses as needed by other units on campus

5) **Coordinate Remediation** (working with the Offices of Academic Programs and Graduate Studies and Planning and Enrollment Management)
   - Enforce CSU and CSUEB remediation policies for freshman students
   - Work with the University and the Colleges on scheduling of remedial courses
   - Advise developmental students on procedures to complete remediation
   - Bring remediation issues to SSAC

6) **Supervise General Education Office**
   - Provide supervision for GE Program staff
   - Manage GE budget

7) **Provide publicity** (working with University Advancement and Planning and Enrollment Management)
   - Perform outreach to high schools
   - Provide on campus presentations and activities with prospective students

8) **Assist Faculty Development** (working with Faculty Center for Excellence in Teaching)
   - Design and facilitate summer workshops for faculty who will teach linked courses
   - Assist in design of activity modules

9. **Implement Freshman Year Experience Initiative** (working with the Offices of Academic Programs and Graduate Studies, Planning and Enrollment Management, University Advancement and Offices of Student Affairs)
   - Help implement Blackboard Early Warning System
   - Coordinate Freshman “Book Connection”
   - Coordinate the Freshman Convocation Oversee development of freshman events
   - Supervise a First-Year Experience Events Director
   - Offer General Studies Leadership course (as budget allows)
   - Assist with mandatory orientation
   - Develop and implement peer mentoring program in freshman learning communities (as budget allows)
   - Plan and offer major exploration events for freshmen
   - Coordinate a GE and FYE website (with ITS)
   - Respond to requests for information for information for the prospective student website (providing “what I should know before I get to Orientation” information)