

General Education Subcommittee of Curriculum Congress

Bylaws

- 1) Quorum consistent with rules for Curriculum Congress
 - a. 50% plus 1 of voting members must be present
- 2) Approval/recommendation consistent with rules for Curriculum Congress
 - a. 50% plus 1 of voting members must vote yes
- 3) Proposal initiators for courses not recommended/approved will receive a written explanation for reason(s) not approved.
- 4) Post-subcommittee approval process
 - a. Gen Ed Subcommittee will report the results of their votes to Curriculum Congress
 - b. Congress will generally accept the work of Gen Ed Subcommittee as reported or have a “consent agenda” type approval.
 - c. Congress has the option to not accept any decision from Gen Ed, but only in exceptional cases for clearly stated reasons, which will be communicated in writing to the Gen Ed Subcommittee.
- 5) Gen Ed Subcommittee will regularly review its Charge, Composition & Bylaws, and it has the authority to revise the document through a 2/3 majority vote of its members, subject to approval of the revisions by a majority vote of the Curriculum Congress.
- 6) Membership terms
 - a. Length of term membership - two-year membership (no term limits)
 - b. Term of assessment/campus rep, AY 2023-2026
 - i. Campuses A-M to elect two-year term for AY 2026-2028
 - ii. Campuses N-T to elect one-year term for AY 2026-2027, and then a two-year term for 2027-2029
 - c. Term of Gen Ed/discipline rep, two years beginning AY 2024-2026
 - d. Term of Chair/Co-chairs (who are elected by the membership of this subcommittee) is one year (no term limits)
 - e. Term of Secretary (who is elected by the membership of this subcommittee) is one year (no term limits)

Composition of the Subcommittee

Voting Members (21 members)

- 1 FT Faculty or Staff rep per campus **with general education assessment expertise** (x12)
 - elected locally at each campus
- 1 rep from each of the following Gen Ed Core Areas (x9)
 - elected college-wide from any campus (x9). Elections for the Gen Ed Core positions are completed through CT State. Any member elected to one of the Gen Ed Core positions that goes on sabbatical or other type of leave can only be replaced through a CT State election for the interim period of their leave.
- 1 FT Faculty who teaches or has taught a course that is vetted for Written Communication

- 1 FT Faculty who teaches or has taught a course that is vetted for Quantitative Reasoning
- 1 FT Faculty who teaches or has taught a course that is vetted for Arts & Humanities in the following disciplines: ART, ARTH, DGA, ESOL, GRA, HUM, MUS, PHIL, THEA, Languages and Cultures
- 1 FT Faculty who teaches or has taught a course that is vetted for Oral Communication
- 1 FT Faculty who teaches or has taught a course that is vetted for Scientific Knowledge & Understanding and/or Scientific Reasoning
- 1 FT Faculty who teaches or has taught a course that is vetted for Social & Behavioral Science
- 1 FT Faculty who teaches or has taught a course that is vetted for Historical Knowledge & Understanding
- 1 FT Librarian representing Continuing Learning and Information Literacy
- 1 FT Faculty member of the Diversity, Equity, & Inclusion Subcommittee (contingent on DEI being a course requirement in the Common Core)

Non-voting members (10 members)

- 1 Director of Program Review and Assessment
- 1 Enrollment Management / Registrar Staff
- 1 Guided Pathways / Advising Director Staff
- 1 Institutional Research & Effectiveness Staff
- 1 CSCU Director of the Office of Transfer
- 1 2-year faculty lead of the General Education Oversight and Compliance Committee (which would report to CSCU Transfer Council)
- 1 Chair of the CT State Curriculum Congress
- 1 FT faculty member who teaches a course that is vetted for Creativity (additional Gen Ed in some CSCU Transfer Pathway degrees)
- 1 FT faculty member who teaches a course that is vetted for Global Knowledge (additional Gen Ed in some CSCU Transfer Pathway degrees)
- 1 FT Faculty who teaches or has taught a course that is vetted for Continued Learning, Information Literacy
- Elections for these positions are completed through CT State. Any member elected to one of these positions that goes on sabbatical or other type of leave can only be replaced through a CT State election for the interim period of their leave.

Meetings

- Meetings will occur monthly during the Academic Year except for January.
- Meeting day/time will be arranged by vote with respect to other Curriculum bodies schedules.
- Emergency meetings can be arranged by vote

- Meeting agendas should be sent to all voting and non-voting members 48 hours before the next meeting

Chair Responsibilities

- One co-chair will oversee General Education course submissions, set the agenda, and run the meeting, and the other will co-ordinate assessment of General Education courses and lead Subcommittee discussion on assessment.
- Co-chairs will report Subcommittee decisions to Curriculum Congress for consent
- Co-chairs will maintain records of the Committee's work in collaboration with the Subcommittee Secretary, including the minutes and records of votes

Secretary Responsibilities

- The Secretary will record the meetings and prepare meeting minutes based on the transcript of the recording
- The Secretary will submit minutes or other required documents to the Curriculum Congress Chairs, Provost, or School Deans as necessary
- The Secretary will post to TEAMS online
- The Secretary will also post to a public location as required by law,
- The Secretary will be responsible for storing transcripts of the meetings on TEAMS along with the minutes
- The Secretary will share responsibility for taking and recording attendance.

Subcommittee Responsibilities

1. Maintain (i.e., continuously monitor and reflect upon) the CT State Community College General Education Program, including:
 - a. the core categories
 - i. the Student Learning Outcomes (SLOs) The current version was revised by FIRC and endorsed by a CSCU system-wide vote in Spring 2022.
 - b. the Additional Gen Ed categories of Creativity and Global Knowledge in some CSCU Transfer Pathway degrees
 - c. the diversity requirement as determined by the DEI Subcommittee.
2. Review and implement vetting (i.e., carefully and critically examining) processes of courses to fulfill General Education requirements, including:
 - a. Maintaining, or revising as needed, the guiding principles used to vet general education courses (found in Policy on General Education Core on pages 2-3)
 - b. Creating, maintaining and revising course vetting forms as needed
 - c. Evaluating/approving new courses and changes to existing courses in the Gen Ed core list

- d. Creating and implementing a workflow structure for Gen Ed review.
3. Oversee the assessment process of the General Education program, including:
 - a. Establishing evidence-based assessment procedures and instruments that will create a comprehensive picture to inform future curriculum decisions, resource allocation, self-study and accreditation reports, etc.
 - b. Setting the multi-year calendar for assessment of each SLO category
 - c. Maintaining and revising the Gen Ed rubrics as needed
 - i. The current rubrics were revised by FIRC and endorsed by a system-wide vote of CSCU institutions in Spring 2023
4. Use assessment data to make informed decisions about the Gen Ed curriculum by:
 - a. Reviewing the assessment data to determine if vetted Gen Ed courses are meeting the outcomes for a category. If a course does not meet the outcomes,
 - i. the course is revised to align with the category outcomes OR
 - ii. the course is no longer included as a Gen Ed course
 - b. Reviewing and, if warranted, making changes to the associations between academic disciplines and Gen Ed categories.
 - c. Reviewing the Gen Ed categories, Student Learning Outcomes and their associated rubrics based on assessment data, feedback from faculty, the needs of transfer students, etc., to determine if revision is needed.
 - d. If revision is needed, leading a college-wide revision process (to begin no earlier than AY 26-27) in collaboration with Curriculum Congress and discipline groups.
5. Communicate any changes or suggested revision to the CT State General Education program to the General Education Oversight and Compliance Committee of the CSCU Transfer Council*
6. Establish guidelines for Gen Ed course substitutions, transfer credit application, and other variances associated with General Education Requirements

*Note: The CT State Gen Ed curriculum is currently aligned with the Gen Ed programs at the four CSUs and COSC. Any changes to the categories, SLOs or guiding principles regarding course vetting will need to consider this alignment. Therefore, the CT State Gen Ed subcommittee must communicate with the General Education Oversight and Compliance Committee of the CSCU Transfer Council about any proposed changes. In addition, the Framework30 portion of the CSCU Transfer Pathway degrees has been agreed upon by faculty at all six CSCU institutions. If the CT State Gen Ed program is revised, these degrees will have to be renegotiated with the CSUs and COSC.