

# Types of Work Completed by the General Education Committee

## Assessment of Current Gen Ed Courses

### 1. Example Schedule

Academic Year	OC & HK	CL	SK & AH	QR & SBS	SR & WC
2026-2027	Stage 1				
2027-2028	Stage 2	Stage 1			
2028-2029	Stage 3	Stage 2	Stage 1		
2029-2030	Stage 4	Stage 3	Stage 2	Stage 1	
2030-2031	Stage 5	Stage 4	Stage 3	Stage 2	Stage 1
2031-2032	Stage 1	Stage 5	Stage 4	Stage 3	Stage 2
2032-2033	Stage 2	Stage 1	Stage 5	Stage 4	Stage 3

### 2. Definitions

**Stage 1:** Mapping / planning: assist faculty with mapping their assignment to the common rubric, survey students and faculty

**Stage 2:** Data collection: faculty use rubrics to score assignments, answer open-ended survey questions about student performance, student needs, SLOs, rubric, assessment process

**Stage 3:** Data analysis: Fall: analysis and sharing results w/ faculty, Spring: collaborate w/ faculty to recommend next steps, Summer: administrators read report w/ recommendations

**Stage 4:** Feedback / next steps: host dialogue w/ administrators, determine next steps (e.g., resources, changes in policy, possible revisions to SLOs, rubrics, or assessment process)

**Stage 5:** Implement changes: implement next steps to close the loop, get ready to begin the second cycle of assessment

## Student Learning Outcomes:

- AH:** Arts & Humanities
- CL:** Continuing Learning and Information Literacy
- HK:** Historical Knowledge and Understanding
- OC:** Oral Communication
- QR:** Quantitative Reasoning
- SBS:** Social & Behavioral Sciences
- SK:** Scientific Knowledge and Understanding
- SR:** Scientific Reasoning
- WC:** Written Communication

## Changes to Existing Courses

The following types of changes are subject to the approval process of the General Education Committee:

1. Add courses to the Gen Ed Core.
2. Change prerequisites, consents, credits, offering patterns with the understanding that no Gen Ed course can have a program course as a prerequisite.

## Workflow of Proposals

1. All the above course proposals for a new or existing Gen Ed course will go through the shared governance process.
2. Following approval at the CDC/CDG level, proposals will be submitted to the Gen Ed Co-Chairs for Gen Ed Committee review. The proposer or their designee must attend the General Education Committee meeting where the proposal is reviewed to answer any questions.
  - a. Course Review Responsibilities:
    - i. Review and determine if newly proposed general education courses or modifications of existing Gen Ed courses meet established goals and objectives before they are forwarded to Curriculum Congress. (For example, do they have one of the required discipline designators?)
    - ii. See below for conduct of business for proposal review.
3. Following Gen Ed Committee determination that a new course proposal or course change meets CT State Gen Ed Criteria as stated in the Policy on General Education Core, proposal shall be forwarded to Curriculum Congress for Consent Agenda approval and forwarding on to the Provost.
4. Any course or modification proposal not approved by the Gen Ed committee will be posted with the Curriculum Congress curriculum feedback with reasons for the proposal not being approved.

5. Conduct of Business for New Course/Change to Existing Course Proposal Review

- a. All new course proposals and course modification proposals shall be reviewed by committee members prior to Gen Ed Committee meetings and shall be discussed and decided during meetings called by the Gen Ed Committee chair or their designee.
- b. Meetings can only be held with a quorum present. A quorum shall consist of no fewer than one-half ( $1/2$ ) of the voting members plus 1. Unfilled positions, if any, shall not be counted in determining quorum.
- c. Regular meetings shall be held once a month during the fall and spring semesters, with the exception of January. Such meetings shall be held on the second Friday of the month, unless otherwise agreed to by two-third ( $2/3$ ) or more of all the members.
- d. Special meetings may be called by the Chairpersons.
- e. The call to meetings, accompanied by the agenda and proposals for review, shall be delivered to Committee members not less than two days (48 hours) prior to each meeting.
- f. Decisions of the Committee shall be made by a majority of total Committee voting members (note---not just a majority of Committee voting members present).
- g. Meetings shall be conducted in accordance with Roberts Rules of Order, Revised.
- h. No meeting shall be held in executive session.
- i. Meetings will take place via TEAMS with members attending remotely.
- j. After discussion of proposals, voting will occur via online voting/survey in TEAMS with results reported out during the meeting. Records will be kept of the votes.
- k. If a vote is required between meetings an asynchronous vote will be conducted.