

# UNIVERSITY GENERAL EDUCATION COUNCIL

## *POLICIES AND PROCEDURES*

12/17/03

### **GOVERNANCE OF UNIVERSITY GENERAL EDUCATION**

Below are brief descriptions of the major governance entities responsible for the implementation and planning of University General Education (UGE) at Kansas State University.

#### **The Faculty: The UGE Council**

Academic Affairs Committee of Faculty Senate established and charged the UGE Council. Members of the council are faculty members. Each undergraduate college has two representatives. The UGE Council has the following responsibilities: (1) to work with the Inter-College Coordination Panel and the provost's office to formulate policy related to University General Education; (2) to review and recommend courses/experiences for UGE credit and UGE programs before they are sent to the Academic Affairs Committee of Faculty Senate for approval; (3) to monitor the quality of the University-wide plan.

#### **The Colleges: The Inter-College Coordination Panel (ICCP)**

This panel is composed of associate and assistant deans whose normal responsibilities include assisting the deans with the administration of the undergraduate programs of the Colleges. The ICCP is responsible for inter-college communication concerning the following UGE matters: course/experience development and assessment, program development and assessment, resource allocation, and course scheduling.

While the approval of UGE programs and courses/experiences remains within established faculty channels, the Inter-College Coordination Panel works with the UGE Council and the provost's office on related issues during the first few years of implementation. Thereafter, the ICCP will continue as the network for inter-college communication about University General Education.

#### **The University: The Provost's Office**

The provost is the chief academic and program officer for the University, providing leadership to teaching, research, service, and extension programs. He works closely with the president in developing University priorities and in administering program budget and faculty personnel policies. The provost delegates central administration leadership and advocacy for University General Education within his current staff. The provost's designee facilitates support functions for UGE and coordinates activities with the UGE Council and the Inter-College Coordination Panel. The designee also has the responsibility for maintenance of the UGE web site.

## **UGE COUNCIL MEMBERSHIP**

1. The UGE Council consists of two representatives from each college.  
1 representative from the college's Course and Curriculum Committee  
1 member-at-large
2. The chair communicates directly with the college associate deans serving on ICCP to ensure the maintenance of membership.
3. Membership requests are sent to all deans and copied to the college representative.
4. New members report their status to the Chair of the UGE Council.
5. Members are appointed for a term of two years.

## **ELECTION OF UGE COUNCIL CHAIR**

1. The UGE Council chair is elected to serve a term of 1 year.
2. The chair is to be appointed during the final meeting in the spring before serving as chair.
3. The chair of Faculty Senate Academic Affairs will be responsible for chairing the meeting in which the UGE Council chair is elected.

## **ELECTION OF ASSOCIATE CHAIR**

1. In the first meeting of the spring semester, the UGE Council will elect an associate chair.

## **ROUTING PROCEDURE FOR UGE COURSE AND PROGRAM\* PROPOSALS**

1. Departmental approval (*this should be done about a semester ahead of when it is planned to be taught as a UGE course*)
2. College Course and Curriculum approval

Green sheets – sent to the college faculty by the Course and Curriculum Committee

White sheets – designates approval through Course and Curriculum Committee, at which time the proposal will be sent to the UGE Council

3. UGE Council approval
4. Faculty Senate Academic Affairs approval
5. Faculty Senate approval

*\*Department approval is not necessary for college program proposals*

## **PROTOCOL FOR UGE COUNCIL REVIEW OF COURSE PROPOSALS**

UGE Council members will be placed on review teams of three or four members when reviewing course proposals, with one member delegated to the position of team-lead.

All team members will access the course proposal from the UGE web site: <http://www.ksu.edu/catl/uge/task.htm>. Templates for evaluating UGE courses may be accessed at <http://www.ksu.edu/catl/uge/course.htm>.

All team members will also receive an e-mail, informing them of their status on the team and information regarding the date of the first reading of the proposal.

The team-lead obtains feedback about the proposal from other team members in order to determine if the proposal should be passed on its first reading.

Copies of the proposal will be maintained in the files at the Center for the Advancement for Teaching and Learning, 215 Fairchild Hall.

### **If a first reading is approved:**

- The proposal may be accessed by UGE Council members for a second reading at [www.ksu.edu/catl/uge/tasklog.htm](http://www.ksu.edu/catl/uge/tasklog.htm) (same as for first readings). Council members will then submit email votes for a second reading. All emails will be sent to the entire Council so reasons for approval or disapproval of the proposal may be shared. The deadline for this email vote is two weeks after it was passed on its first reading, and the chair or designee will compile the votes.
- Courses approved in the second reading will be sent with a letter from the UGE Council to the Chair of Academic Affairs, informing Academic Affairs of the status of the proposal and requesting that the item is placed on the Academic Affairs meeting agenda.

### **If a first or second reading is not approved:**

- The UGE Council Chair will send the proposal back to the department for revision, and a copy of all materials sent to the department will be filed with the revised proposals for that year. The Chair will offer assistance in revising the proposal, and a timeline for resubmittal will be established.

All course proposals and program proposals will be recorded internally on the course and program proposal status sheet prepared and updated by the UGE Council.

## **PROTOCOL FOR UGE COUNCIL REVIEW OF COLLEGE PROGRAM PROPOSALS**

1. A college program proposal will be submitted to the UGE Council chair.
2. Copies will be distributed at the next UGE Council meeting.

3. Council members will discuss and vote on whether or not to approve the proposal.
4. If approved, the proposal will be sent to Faculty Senate Academic Affairs (there is no second reading).
5. If not approved, the proposal will be sent back to the college for revision.

## **GRADUATE ASSISTANT RESPONSIBILITIES**

### Room Reservations

- Reserve rooms for all meetings of the UGE Task Force and its subcommittees

### Document Maintenance

- Create, update, and maintain policies and procedures record.
- Ensure that all members have a copy of the policies and procedures handbook and UGE documents.
- Copy and distribute internal status sheets as requested.

### Minutes

- Take minutes for all UGE Council meetings and distribute by e-mail to all members of the UGE Council, Academic Affairs chair, Inter-College Coordination Panel, Provost, and Provost's Designate
- Take minutes for all ICCP meetings.

### Meeting Preparation

- Produce an agenda for each meeting and distribute via e-mail prior to the meeting.
- Distribute copies of the minutes of the previous meeting and the agenda for the ensuing meeting.

### Membership

- Create a team list consisting of groups of three to four members to review proposals.
- Create, update, and distribute a complete list of membership (to be distributed to UGE Council members and Inter-College Coordination Panel).
- Communicate with Associate Deans for committee membership appointments.

### Course Proposals

- Send emails to UGE Council subcommittees that will review proposals for first readings, which will occur at the following UGE Council meeting.
- File a copy of everything that is sent and/or distributed.
- Place the proposal on the UGE web site for UGE Council members to view for first and second readings.
- Update the internal status sheet after a proposal's first and second reading.
- Send an email to the entire UGE Council about which proposals will be on the web site for second readings. Include a deadline for their email votes (2 weeks after the passing of its first reading).
- Keep a record of UGE Council members' email votes on second readings.
- If the proposal is passed by the email vote, send a copy of the proposal and a letter to the chair of Faculty Senate Academic Affairs.

### Program Proposals

- Distribute program proposals to UGE Council members at the ensuing Council meeting.
- Ensure that all files and the internal status sheet are updated (same as with course proposals). College program proposals will not have second readings.
- If the proposal is passed, send a copy of the proposal and a letter to the chair of Faculty Senate Academic Affairs.