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Final as amended and approved by Faculty Senate May 6, 2010

GENERAL EDUCATION COUNCIL COMMITTEE DESCRIPTION

The General Education Council, a University Standing Committee, will be responsible for the management of The General Education Program at Morehead State University. The General Education Council will be chaired by the General Education Director which will be appointed by the Provost. Council members ~~will serve on two subcommittees, chaired by faculty members,~~ will address the assessment procedures and course management that constitute of the general education curriculum. Additional non-voting member; full-time staff position of Assessment Coordinator to facilitate, collect and maintain analysis of assessment data who will report to the General Education Director and the Council.

Termination Date: Standing Committee, initiated April 2009.

Purpose: To establish, direct and maintain The General Education Program at Morehead State University.

Specific areas of review include but are not limited to:

- Program assessment
- Program course selection and approval
- Program structure

Membership:

1. General Education Director (Chair)
2. Associate Provost for Graduate and Undergraduate Education (non-voting)
3. Registrar or representative of the Registrar's office (non-voting)
4. Accreditation Officer appointed by the Provost (non-voting)
5. Department Chair or Equivalent
6. Department Chair or Equivalent
7. Chair-Elect of the Faculty Senate (non-voting)
8. ~~Faculty Assessment Coordinator~~ Faculty Member At-Large 10-13
9. ~~Faculty Courses Coordinator~~ Faculty Member At-Large 10-13
10. Faculty Member representing College of Business and Public Affairs
11. Faculty Member representing College of Education
12. Faculty Member representing Caudill College of Arts, Humanities and Social Sciences
13. Faculty Member representing College of Science and Technology
14. Faculty Member At-Large
15. Faculty Member At-Large
16. Faculty Member At-Large
17. Faculty Member At-Large
18. Dean of Library Services or his or her representative

Membership Rules:

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1. The General Education Director will be appointed by the Provost and will chair the General Education Council.
2. Faculty Members representing their college must be tenured faculty. They will serve offset three year terms.
3. The At-Large Faculty Members must routinely teach General Education courses. They will serve offset three year terms.
4. ~~The two Faculty Coordinators will chair their respective subcommittees for assessment and course management. They will serve offset three year terms and may receive a 3 credit hour course release.~~
5. **4.** No two voting faculty members will be from the same department. No Faculty Member or Department Chair or Equivalent can serve more than two consecutive terms. After two consecutive terms a member can only serve again after he or she has been off the committee for at least one year.
6. **5.** The Chair-Elect of the Faculty Senate will serve a one year term and be responsible for communications between the General Education Council and the Faculty Senate. In the case where the Chair-Elect is already serving on the General Education Council, or is unable to serve, the Chair of the Faculty Senate will appoint a different faculty senator from the Executive Council.
7. **6.** Department Chairs or Equivalent must be from different colleges and will serve offset three year terms.
8. **7.** Other individuals may be invited to serve as non-voting members on the Council to provide advising and input as deemed appropriate.

Membership Selection Process:

All faculty members on this Council, except the position of Chair-Elect of the Faculty Senate, will be approved by vote of the Faculty Senate. The General Education Director, **with the Vice-Chair** ~~with advisement from the Faculty Assessment Coordinator, the Faculty Courses Coordinator~~ and the Chair Elect of the Faculty Senate, will submit to the Faculty Senate the names of the faculty members recommended for membership to the General Education Council. The Faculty Senate will either approve or reject each candidate by majority vote. The approval process will be completed in the Spring Semester for the appointments to start in the Fall Semester. Department Chairs or Equivalent will be selected by the Chair's Council of the University.

General Education Council Subcommittees

~~The Assessment Subcommittee and the Courses Subcommittee will be responsible for the processing of information for either the assessment procedures for the General Education Program or the approval and management of courses that constitute The General Education Program. The General Education Council will be responsible to determine which faculty members and Department Chairs are serving on which subcommittee. The Assessment and~~

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~~Courses Subcommittees cannot consist of more than two At Large members per committee. Faculty and chairs can only serve as voting members on one subcommittee (Assessment or Courses). All actions of subcommittees shall be ratified by vote of the full Council.~~

Assessment Subcommittee (Voting Members)

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1. ~~Faculty Assessment Coordinator (Chair of Subcommittee)~~
2. ~~Faculty Member~~
3. ~~Faculty Member~~
4. ~~Faculty Member~~
5. ~~Faculty Member~~
6. ~~General Education Director~~
7. ~~Department Chair or Equivalent~~

~~All other General Education Council members can serve on this subcommittee as non-voting members~~

Courses Subcommittee (Voting Members)

1. ~~Faculty Courses Coordinator (Chair of Subcommittee)~~
2. ~~Faculty Member~~
3. ~~Faculty Member~~
4. ~~Faculty Member~~
5. ~~Faculty Member~~
6. ~~General Education Director~~
7. ~~Department Chair or Equivalent~~

~~All other General Education Council members can serve on this subcommittee as non-voting members~~

Support Staff: Staff Assessment Coordinator to facilitate the collection, maintenance, and analysis of assessment data collected by the general education council.

Duties and Responsibilities: (General Education Council)

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Direct, implement, and supervise the assessment process for The General Education Program

Evaluate, process and approve General Education courses

Recommend and approve suggestions for improvement for The General Education Program

Officers: Officers will be selected as follows: 1) Chair will be the General Education Director; 2) ~~Faculty Assessment Coordinator~~; 3) ~~Faculty Courses Coordinator~~; 4) 2) Secretarial support will be supplied from the Office of the Provost; 3) **Vice Chair to be elected by the membership of the General Education Council**

Frequency of Meetings: Full committee is required to meet a minimum of once per academic year.

Minutes and Proposals to: Faculty Senate and Provost's Office

Support Services: Office of the Provost.

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Initial appointments for first General Education Council for Fall 2009

Terms of appointment for members of the General Education Council will be offset to allow for staggered appointments for different years. For the initial committee, some members will initially be appointed for two years to allow for the offset terms.

Initial Council Members to be approved for appointment:

The (year) will indicate when the initial term ends.

1. Department Chair or Equivalent (2011)
2. Department Chair or Equivalent (2012)
3. Faculty Member at Large (2010-2013)
4. Faculty Member at Large (2010-2013)
5. Faculty Member (College of Business) (2011)
6. Faculty Member (College of Education) (2011)
7. Faculty Member (College of Humanities) (2012)
8. Faculty Member (College of Science and Technology) (2012)
9. Faculty Member At-Large (2011)
10. Faculty Member At-Large (2011)
11. Faculty Member At-Large (2012)
12. Faculty Member At-Large (2012)
13. Dean of Library Services or his or her representative

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The initial seating of faculty to positions on this Council will be coordinated by the Senate Governance Committee in consultation with The Office of the Provost. The Provost will appoint who is to represent the Provost's office if he or she is not able to assist with the process. Faculty members will be determined and approved by vote of the Faculty Senate as indicated in the section on Membership Selection.

It is recommended that Council members asked to serve initial appointments will be notified by July 15th with the official approval process concluded before September 10th.

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Resolution Proposing to Change the Description of General Education Council

February 27, 2010

From: General Education Council

To: Faculty Senate and Governance Committee

This Resolution is designed to improve the structure and operational tasks of the General Education Council as the Council itself has operated over the last seven months of this academic year.

1. The two separate sub-committees of the Curriculum Subcommittee and the Assessment Subcommittee are not functioning separately but rather all members of the General Education Council are efficiently working together as one group. Moreover, we foresee that this will continue in the future. Therefore, we propose the two separate subcommittees be eliminated and that the existing membership continue to function as previously specified as simply "The General Education Council".
2. In the view of the fact that no faculty have come forward volunteering to be the Courses Subcommittee Coordinator (there was one person occupying this position briefly) nor the Assessment Coordinator, and in keeping with item number 1 above; we suggest eliminating these position titles and including these two faculty slots as at large members. This necessitates that two more faculty members be nominated to the General Education Council as at large members.
3. Finally, this body, the General Education Council, has recommended that a staff position of Assessment Coordinator be hired by the administration in order to facilitate the collection, maintenance and analysis of assessment data collected from general education courses beginning with the transition courses and the new First Year Seminar in the fall semester of 2010. The position has been accepted and will be advertised in the near future.