

TITLE: General Education Curriculum Council

AUTHOR: Provost / VPAA

APPROVAL DATE:

EFFECTIVE DATE:

PURPOSE: To define the functions of the General Education Curriculum Committee

REVIEWER AND Academic Council

REVIEW DATE: Spring 2024 and every five years thereafter

OPERATING DETAILS:

1. The General Education Curriculum Committee functions to:
 - a. Maintain current professional knowledge of effective general education programs through attendance at professional conferences or engagement in other professional development activities.
 - b. Establish, review, and disseminate learning outcomes related to each of the critical strands in the general education curriculum.
 - c. Develop and review methods for evaluating the effectiveness of the general education curriculum.
 - d. Review and assess the effectiveness of the general education curriculum.
 - e. Publish periodic reports regarding the effectiveness of the general education curriculum, its strengths and weaknesses.
 - f. Review courses submitted for inclusion in the general education curriculum to determine whether they fulfill general education curriculum requirements (see Section 9-11).
 - g. Recommend changes to the general education curriculum (see Section 9-11).
 - h. Audit all programs for compliance with the general education curriculum.

2. Voting members of the General Education Curriculum Committee shall include two faculty members from each College, one member from each School, and one member from the Library nominated by the Dean and appointed by the President of the University based on the recommendation of the Chief Academic Officer. Members must be full-time, tenure-track

faculty members, having been employed by Mississippi University for Women for a minimum of five years. Representatives from a college/school must be from different departments within the college/school. Colleges/schools are encouraged to rotate representation among departments when identifying new representatives. Members are expected to represent the interests of their college/school and the University as a whole and to serve as liaisons to their colleges/schools. If no faculty members in a college/school meet eligibility criteria, a request for an exception may be made by the Dean and approved by the Chief Academic Officer.

3. The chair's term begins with the fall semester each year and extends through the summer terms of that academic year. The chair shall have served as a member of the committee during the previous academic year. The vice chair of the committee will rotate annually among the colleges/schools in alphabetical order, with the vice chair automatically becoming chair after having served one year on the committee. The chair will be provided appropriate resources to support professional development activities for committee members. A qualified university administrative assistant will be selected by the chair, with the approval of the supervisor, to take minutes of all meetings. The chair or General Education Coordinator may call meetings of the Committee as needed. The Committee should meet a minimum of two times each semester.
4. Non-voting ex-officio members shall include: the Chief Academic Officer, the Associate Vice President for Academic Affairs, the General Education Coordinator, and the Registrar. Guests may be invited to meetings to provide expertise regarding specific academic disciplines or other matters.
5. Voting members of the Committee are expected to serve 3-year terms. A member selected to fill out an unexpired term will serve a full 3-year term. A member may serve two consecutive terms.
6. Withdrawal from the Committee will occur under the following conditions:
 - a. Departure of the member from the MUW faculty.
 - b. Removal of the member from the Committee for cause as determined by the chair of the Committee with the approval of the Dean or the Chief Academic Officer.
 - c. Absence from the campus for more than one semester.
 - d. Resignation of the member, with concurrence of the Dean.
7. Any voting member unable to attend a meeting is expected to send a substitute representative from his or her college/school. The substitute shall have voting rights. A quorum consists of a simple majority of voting members.
8. Concurrence of a two-thirds majority of voting members present is required for a motion to pass.
9. Proposals for modifications to the general education curriculum must conform to the approved format established by the General Education Curriculum Committee and be accompanied by a

signed cover letter on official letterhead from the Chief Academic Officer, as Chair of the Academic Council, or the Dean who holds responsibility for the course, indicating approval by the appropriate body. Proposals will be considered by the Committee within twenty-one (21) days of submission. Proposals may be submitted during the period August 1 through March 31 . The Chair will distribute an agenda and proposals to the Committee members at least seven (7) calendar days prior to the meeting.

10. Actions that can be taken by the Committee regarding proposals for modifications to the general education curriculum are:
 - a. To recommend approval
 - b. To recommend disapproval with written rationale
 - c. To table and return to the College/School or Academic Council with a list of related questions and/or suggestions.

11. Proposals to add or delete specific courses in the General Education Curriculum, or other minor changes to the General Education Curriculum, will be reviewed by the General Education Curriculum Council, and the recommendation of General Education Curriculum Council will go to Academic Council for consideration. Academic Council will make a recommendation to the CAO, who in turn will recommend action to the President. Major revisions to the General Education curriculum will also require a vote of the full faculty to recommend action to the President.

12. Approved minutes will be posted on the MUW website and notification of posting will be sent to the faculty listserv within seven days.

13. Within twenty-one (21) calendar days of receipt of any General Education Curriculum Committee's recommendation, the Chief Academic Officer shall recommend to the President either approval or disapproval of the original proposal, with modifications if necessary. A copy of the recommendation shall be sent to the chair of the General Education Curriculum Committee and to the Deans. Major changes to the General Education Curriculum, as determined by the Chief Academic Officer, must be presented to the full faculty of the University for approval.

14. The Chief Academic Officer shall communicate to the General Education Curriculum Committee and the Academic Council the decision of the President within thirty (30) calendar days from receipt of the Chief Academic Officer's recommendation.