

# General Education Review Committee Agenda

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**12:30-1:30**  
October 8, 2010

**ADM 204**

**I. Call to Order**

**Roll**

( ) Suzanne Forster	UAB/CAS	Humanities
( ) Sue Fallon	UAB/CHSW	Social Sciences
( ) Utpal Dutta	UAB/SOE	
( ) Kevin Keating	UAB/Library	
( ) Deborah Fox	UAB/Mat-Su	Written Communication
( ) Len Smiley	CAS	Quantitative Skills
( ) Shawnalee Whitney	CAS	Oral Communication
( ) Walter Olivares	CAS	Fine Arts
( ) Beverly Barker	CAS	Natural and Physical Sciences
( ) Robert Capuozzo	COE	
( ) Sandra Pence	CTC	
( ) Kyle Hampton	CBPP	Social Sciences
( ) Hilary Davies	UAB	Ex officio/UAB Chair
( ) Bart Quimby	UAB	Ex officio/OAA
( ) Vacant	Student	

*II.* Approval of Agenda (pg. 1)

*III.* Approval of Summary (pg. 2)

*IV.* Report from Associate Vice Provost Bart Quimby

*V.* Chair's Report

*VI.* Course Action Requests

*VII.* Old Business

*VIII.* New Business

A. Section 6 GER pages of the Curriculum Handbook to the agenda (pg. 3-4)

*IX.* Informational Items and Adjournment

# General Education Review Committee Summary

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**12:30-1:30**  
September 24, 2010  
**ADM 204**

I. Call to Order

Roll

(x) Suzanne Forster	UAB/CAS	Humanities
(x) Sue Fallon	UAB/CHSW	Social Sciences
(x) Utpal Dutta	UAB/SOE	
(x) Kevin Keating	UAB/Library	
(x) Deborah Fox	UAB/Mat-Su	Written Communication
(x) Len Smiley	CAS	Quantitative Skills
(e) Shawnalee Whitney	CAS	Oral Communication
(x) Walter Olivares	CAS	Fine Arts
(x) Beverly Barker	CAS	Natural and Physical Sciences
(x) Robert Capuozzo	COE	
(x) Sandra Pence	CTC	
(x) Kyle Hampton	CBPP	Social Sciences
(x) Hilary Davies	UAB	Ex officio/UAB Chair
(e) Bart Quimby	UAB	Ex officio/OAA
( ) Vacant	Student	

II. Approval of Agenda (pg. 1)

**Approved**

III. Approval of Summary (pg. 2-3)

**Approved**

**Remove “d” from approved on motion regarding ENVI/GEOG**

IV. Report from Associate Vice Provost Bart Quimby

Unable to attend

NWCCU has approved the Dental Hygiene program

V. Chair’s Report

Student representation is still being worked out

Recommendation was approved

VI. Course Action Requests

VII. Old Business

VIII. New Business

A. Goals 2010-2011

**Approved 5 goals**

IX. Informational Items and Adjournment

**For next meeting:**

**Add Section 6 GER pages of the Curriculum Handbook to the agenda**

**Meeting adjourned**

## Section 6 - General Education Requirement (GER)

### 6.1 General Education and General Course Requirements

The Associate of Arts degree program and programs at the baccalaureate level must comply with the UAA General Education Requirements specified for that program in the catalog. Associate of Applied Science degree programs and undergraduate certificate programs of 30 credits or more must have identifiable general education components in the areas of communication, computation and human relations. These components must be at the collegiate level, must require a combined effort equivalent to at least 6 academic credits (for the program), and their learning outcomes must be assessed.

The outcomes of these general requirements may be met through specific courses or through activities embedded in the major requirements. If embedded, programs will be asked to identify the number and types of exercises used to fulfill these requirements and to describe their assessment methods.

When an action involves a change in GER, the UAB will refer the action, preferably with recommendations, to the General Education Review Committee (GERC).

When an action involves a change in the GER, the initiator must communicate with all affected faculty in school/colleges, community campuses (including Prince William Sound Community College), deans, and their assistants.

All GER courses must have instructional goals and assessable student outcomes that are consistent with the current UAA catalog GER category descriptors and the appropriate GER Student Outcomes. See the Governance webpage at [www.uaa.alaska.edu/governance/GER](http://www.uaa.alaska.edu/governance/GER).

All GER courses are subject to ongoing review and approval through the normal Governance process on a cycle, proposed by the departments and approved by the colleges, which must not exceed 10 years.

The GERC is a standing committee of the UAB reporting to the UAB.

The GERC review process is as follows:

1. Department/school/college prepare proposal and coordinate
2. UAB agenda (first reading)
3. GER Committee of UAB
4. UAB agenda (second reading)
5. Faculty Senate (approved actions of UAB only)
6. Administration (approved actions of the UAA Faculty Senate only)

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### 6.2 Revision of or Request for GER Course

It is advisable to write the CCG first. The information from the CCG can then be pasted into the CAR. Before developing the CCG, the following need to be considered in addition to the course content: type of course, level, number, whether it will be stacked or cross-listed, prerequisites and registration restrictions, instructor goals and student outcomes.

**In addition:**

- The appropriate GER templates must be applied ([www.uaa.alaska.edu/governance/](http://www.uaa.alaska.edu/governance/))
- Addresses GER outcomes from the GER Preamble ([www.uaa.alaska.edu/records/catalogs/catalogs.cfm](http://www.uaa.alaska.edu/records/catalogs/catalogs.cfm))

- Meets category definition from Board of Regents Regulation ([www.alaska.edu/bor/policy-regulations/](http://www.alaska.edu/bor/policy-regulations/))
- Addresses and assesses GER outcomes for the classification descriptions described in the catalog ([www.uaa.alaska.edu/records/catalogs/catalogs.cfm](http://www.uaa.alaska.edu/records/catalogs/catalogs.cfm)) and this handbook
- Provides rationale for adding this course to the GER menu

Actions involving changes in GER are referred to the GERC after first reading at UAB. After GERC review and approval, the second reading takes place at UAB.

**The following must be submitted to the Governance Office ([avgov@uaa.alaska.edu](mailto:avgov@uaa.alaska.edu)):**

1. Signed CAR.
2. Completed CCG.

If the new or revised course affects a degree or certificate, a separate signed PAR must be submitted for each program change, together with revised catalog copy in Word using the track changes function. A Word copy of the current catalog is available on the Governance website ([www.uaa.alaska.edu/records/catalogs/catalogs.cfm](http://www.uaa.alaska.edu/records/catalogs/catalogs.cfm)).

3. Coordination should be done early in the process and consists of three steps:

- A. Coordination memo or email. Coordination is required when the new course has any impact on another course or program. The initiator must contact the department chair/director of every affected program and provide documentation of the changes to the affected programs upon request. Proof of coordination must be provided to the Governance Office.

A list of impacted courses, programs and catalog references can be found by an electronic search of the UAA catalog using keywords such as MATH A172. A spreadsheet is required listing the reference, the impacted program/course/catalog copy, the impact (program requirements, electives, selectives, course prerequisite, corequisites), and the page on the current year catalog.

- B. The initiator is also required to send an email to [uaa-faculty@lists.uaa.alaska.edu](mailto:uaa-faculty@lists.uaa.alaska.edu) explaining the revision or new course. The email must include contact information, and must be sent at least 10 working days before being presented at UAB/GAB. The coordination form is no longer used.
- C. The initiator is required to send the CAR and CCG to the library liaison for that department ([http://consortiumlibrary.org/find/subject\\_liaison\\_librarians](http://consortiumlibrary.org/find/subject_liaison_librarians)). The library resource form is no longer used.

4. Signed Fee Request Form to OAA (one per course) for new, deleted or revised fees ([www.uaa.alaska.edu/governance/coordination/index.cfm](http://www.uaa.alaska.edu/governance/coordination/index.cfm)).

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### 6.3 Deletion of a GER Course

UAA policy states that a course may not remain on the GER list if it has not been offered successfully at least once during the past four semesters, excluding summer sessions. The list of GER courses will be provided to UAB by the OAA each spring. Review of the GER list will be done annually by UAB in the spring semester.