

Ferris State University  
University General Education Committee  
Minutes

Thursday, March 26, 2009

**Present:**

Teresa Cook, Chuck Drake, Don Flickinger (ex officio), Anne Marie Gillespie, Amanda Carel (for John Gray), Susan Hastings-Bishop, Fred Heck (chair), Paul Kammerdiner, Cynthia Konrad.

**Minutes from meeting of 2/12/09:**

Moved and seconded (Cook, Hastings-Bishop) to approve. Motion passed unanimously.

**Action Items:**

- A. Appeals process for courses rejected by subcommittees: If a course is submitted for gen ed status in a particular outcome area but is rejected for that status by the outcome area subcommittee, then the course proposer should have the ability to appeal that rejection. Heck presented to the committee a procedure for appealing the rejection of gen ed status that was based on recommendations from the Gen Ed program review document (2008), recommendations of the Academic Program Review Council, and discussion by the UGEC at the February meeting.

A recommendation was made by Flickinger to modify the document by adding headings to the first and second paragraphs. It was moved and seconded (Konrad, Cook) to approve the modified procedure document (Procedure for Appealing the Rejection of General Education Status). Motion passed unanimously. The document is included below with these minutes.

**Discussion Items:**

- A. Discussion took place regarding how to deal with transfer courses that are in Banner as prefix only courses with no FSU equivalent, but could/should be given gen ed credit. Flickinger will bring this to the next Arts and Sciences department heads meeting asking them to make decisions regarding gen ed status for transfer courses now in Banner and also for new courses as they come in.
- B. Heck and Flickinger shared thoughts and observations from the recent Gen Ed conference in Baltimore they attended.
- C. Flickinger talked about the upcoming first meeting of the Gen Ed Taskforce and handed out some of the readings that he will present at that meeting.
- D. Heck updated the committee on the status of TracDat entry. AP and NSSE data have been entered. In-house assessments should be in by the end of the semester.
- E. Developing a university-wide template for program check sheets to clarify Gen Ed requirements was again discussed. Heck will be meeting with the Academic Counselors group on April 8 to help clarify this issue and hopefully develop a strategy for accomplishing this.

**Next meeting:** Next meeting was set for Thursday, April 16 at 4pm in CSS 302

**Meeting Adjourned at 5:00 pm**

# Procedure for Appealing the Rejection of General Education Status

## **Approval of General Education Status**

Approval of General Education status for a course requires a proposal to be submitted to the General Education Coordinator who will forward the proposal for review to the general education subcommittee responsible for the outcome area requested. If the subcommittee approves the course for the requested general education designator then the proposal is forwarded to the University General Education Committee (UGEC) for evaluation. If the course is approved by the UGEC then it will receive the requested General Education designator.

## **Appealing the Rejection of General Education Status**

If the course is not approved by the appropriate subcommittee, then the course proposer may appeal the rejection of General Education status through the procedure that follows.

- 1) **Appeal to the subcommittee:** The proposer will first meet with the subcommittee chair and attempt to reach a reasonable accommodation. For example, perhaps more information is needed to decide if the course meets the required criteria or perhaps reasonable changes could be made in the proposed course so it would better meet the required criteria.
- 2) **Appeal to the University General Education Committee:** If agreement cannot be reached at the subcommittee level, the course proposer can appeal to the UGEC. The appeal to the UGEC must include the following materials sent to the General Education Coordinator:
  - a. a detailed account of the review to date,
  - b. an answer to the subcommittee's rationale for rejecting the course for General Education status,
  - c. a more complete explanation of how the course meets the General Education criteria.
- 3) After receipt of the written materials from #2 above, the General Education Coordinator will arrange a meeting with the course proposer, the subcommittee chair, and the University General Education Committee. After all relevant questions have been answered the UGEC will meet in closed session to decide if the rejection of the course for General Education status by the subcommittee should be overturned. A 2/3 vote of all members of the UGEC will be required to overturn the subcommittee rejection of the course.