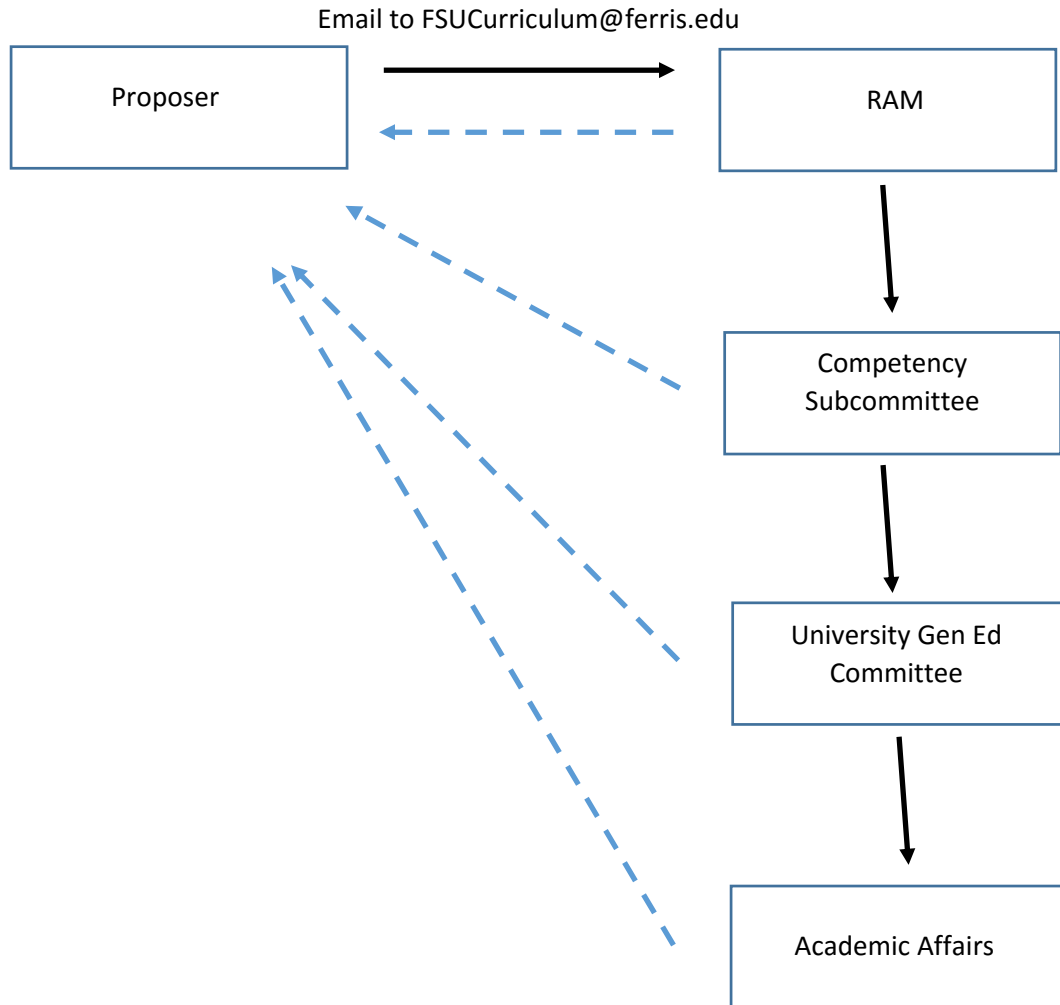


**General Education Proposal Process:** The process for proposals to designate a course for one or more general education competencies.

**Overview**

The approval chain for a general education proposal is:



STEP 1: A proposer sends a proposal to [FSUCurriculum@ferris.edu](mailto:FSUCurriculum@ferris.edu) and copies the Director of General Education (“DGE”).

A complete proposal includes:

1. A Form G

The Form G includes the contact information for the proposer, identification information for the course, a selection of all competencies for which the proposer is requesting designation, and signature lines and dates for each step in the decision process.

The Form G forms a “cover sheet” for the proposer as well as a record of decisions.

There should be one Form G for each complete proposal. So if there is a single proposal that addresses multiple courses, a single Form G will be required.

The proposal will not be sent to Academic Affairs until decisions have been rendered on all courses covered by the proposal. Proposers should consider that when deciding whether to submit one proposal or several.

2. A Competency Implementation Plan (“CIP Form”)

The CIP Form is the substantive heart of the proposal. It indicates in detail how the course will meet the operational definition and each Ferris Learning Outcome (“FLO”) for the competency and includes a description of how each FLO will be assessed.

3. A Sample Syllabus or Content Outline

A sample syllabus or course outline provides the decision-makers with an overall view of the course under consideration, and should provide enough detail to understand how the information in the CIP Form fits into the course as a whole.

For withdrawals of general education attribute, the Form G is all that is necessary.

STEP 2: The proposal is reviewed by RAM (a curriculum steering committee composed of representatives from the Registrar’s Office, Academic Affairs, and MyDegree). RAM will determine whether any checksheets are impacted and if any consultations are necessary. If they are, RAM and the proposer will work together to complete that stage of the process.

As a general rule, a consultation will be required for each checksheet containing one or more courses from which general education attributes are withdrawn. When general education attributes are added to courses, the Director of General Education will inform the holders of checksheets containing such courses upon completion of the process if the proposal is approved. RAM will provide the list of checksheets affected and all Form Bs required.

STEP 3: Once RAM has addressed all checksheet and consultation needs, the proposal will be forwarded to the chair of the appropriate Competency Subcommittee(s). The subcommittee will have 15 working days from the date the proposal is received by the chair to render a decision and report back to the proposer.

Working days are any day in the fall or spring semester in which classes are held. Final exam sessions do not count as working days.

Proposals received by the chair of a Competency Subcommittee during the last three weeks of classes of a semester will be deemed to have received the proposal on the first day of classes the following semester (not including summer semesters).

The steps that follow STEP 3 depend on the decision made by the Competency Subcommittee, and as indicated in the figure, will involve the University General Education Committee (“UGEC”) and Academic Affairs (“AA”).

As indicated by the dashed arrows in the figure, each decision by each body must be sent back to the proposer in writing with a copy to the DGE. The DGE shall keep a record of correspondence and a log for proposals. It is critical that the proposers are informed of decisions in a timely manner.

### **Decision Options**

The Competency Subcommittees, the UGEC, and AA have the following options for their decisions. In the case of the Competency Subcommittees and the UGEC, decisions must be by a majority of those voting, and there must be at least 51% of members casting a vote.

**OPTION 1: Approve.** If a proposal is approved, it will be passed on to the next body for a decision. In the case of AA, an approved proposal will be forwarded for implementation.

**OPTION 2: Reject.** The option to reject should be selected for proposals that the deciding body believes would require significant course-level changes in order for the course to qualify as general education. As a guideline, a course change would be “significant” if it would require a curriculum proposal or changes to the catalog.

**OPTION 3: Revise and Resubmit.** The revise and resubmit option should be selected for proposals where the deciding body believes that there is a good chance that the proposal will be approved, but more information is necessary to help make a decision. This option is to be used if the subcommittee would like to request more information.

Note that “Revise and Resubmit” should not be used as a “friendly” way to reject a proposal.

All votes are to be recorded anonymously.

### **Competency Subcommittee Decisions**

The Competency Subcommittees must render a decision within 15 working days of the chair’s receipt of a proposal. If a Competency Subcommittee fails to provide a decision within 15 working days, it will be deemed approved by the subcommittee and the DGE will place the proposal on the agenda for the earliest possible meeting of the UGEC, with an update sent in writing to the Proposer.

**APPROVE:** If the subcommittee votes to approve a proposal, the subcommittee chair will forward the proposal along with completed decision forms (see below) and vote tallies in writing to the DGE as well as the proposer. The DGE will then place the proposal on the agenda for the UGEC at the earliest possible time.

**REJECT:** If the subcommittee votes to reject a proposal, the subcommittee chair will send in writing decision forms and vote tallies to the proposer with a copy to the DGE. As outlined below, the proposer may appeal the decision.

**REVISE AND RESUBMIT:** If the subcommittee votes to request a resubmitted revision of a proposal, the subcommittee chair will send in writing decision forms, vote tallies, and enough information to assist the proposer in responding to the subcommittee’s requests or concerns, with a copy to the DGE.

Resubmitted proposals should be indicated on a revised Form G, and should be sent directly back to the subcommittee chair with a copy to the DGE. Upon receipt of a resubmitted proposal, the Competency Subcommittee will have 15 working days to render a decision.

Following a second revision, if the subcommittee votes “Revise and Resubmit” a third time, the proposal, vote tallies, and sufficient information to respond to the subcommittee’s requests or concerns will be sent directly to the DGE, with a copy to the proposer. In this case, the next decision will be made by the UGEC and follow the process for an “APPEAL DIRECTLY TO UGEC” described below.

### **UGEC Decisions**

A proposal will be considered by the UGEC under the following circumstances, with disposition of the proposal as indicated below. In any of these cases, the DGE will place the proposal on the agenda for the UGEC at the earliest possible meeting.

1. The proposal was approved by a Competency Subcommittee.

If the approval by the Competency Subcommittee was unanimous, the DGE will place the proposal on the UGEC’s “consent agenda” which does not require UGEC discussion, nor decision forms. Proposals will be placed on the consent agenda ONLY if there is a unanimous approval from a subcommittee. If a member of the UGEC would like to move the proposal off of the consent agenda in order for discussion to take place, then they will be able to request to do so under the “Approval of Agenda” item at the beginning of each UGEC meeting agenda, and the agenda will be so modified.

Whether following discussion or in the consent agenda, if the UGEC approves the proposal, the proposal along with any decision forms will be forwarded to AA. If decision forms are necessary, the DGE will determine how they will be completed as well as their deadline.

If the UGEC makes a decision contrary to the Competency Subcommittee, the decision along with decision forms must be sent to the chair of the Competency Subcommittee. The Competency Subcommittee will be given 15 working days from receipt by the chair to object to the decision in writing and with a rationale. Objections must be sent to the DGE. Upon receipt of written objection or the expiration of 15 days, the DGE will forward the proposal, along with all decision forms and the written objection of the chair of the Competency Subcommittee, to AA.

If the UGEC votes “revise and resubmit” – see below.

2. A proposer has appealed a decision of “reject” to the UGEC, as outlined below.

If the UGEC votes to approve the proposal, the decision along with decision forms must be sent to the chair of the Competency Subcommittee. The Competency Subcommittee will be given 15 working days from receipt by the chair to object to the decision in writing and with a rationale. Objections must be sent to the DGE. Upon receipt of written objection or the expiration of 15

days, the DGE will forward the proposal, along with all decision forms and the written objection of the chair of the Competency Subcommittee, to AA.

If the UGEC votes to reject the proposal, the process ends.

If the UGEC votes “revise and resubmit” – see below.

3. A Competency Subcommittee has voted “revise and resubmit” three times on the same proposal.

If the UGEC votes to approve the proposal, the proposal and all decision forms will be sent to AA for a final decision.

If the UGEC votes to reject the proposal, the process ends.

If the UGEC votes “revise and resubmit” – see below.

4. A Competency Subcommittee has failed to render a decision within 15 working days.

The UGEC will review the proposal carefully and render a vote.

If the UGEC votes to approve the proposal, the proposal and all decision forms will be sent to AA for a final decision.

If the UGEC votes to reject the proposal, the process ends.

If the UGEC votes “revise and resubmit” – see below.

**REVISE AND RESUBMIT:** If the UGEC votes “revise and resubmit,” the DGE will send to the proposer in writing decision forms, vote tallies, and enough information to assist the proposer in responding to the UGEC’s requests or concerns, with a copy to the chair of the relevant Competency Subcommittee. The UGEC may vote “revise and resubmit” only one time per proposal.

The revised proposal must be sent back to the chair of the Competency Subcommittee. If the Competency Subcommittee votes “revise and resubmit,” the proposal, vote tallies, and sufficient information to respond to the subcommittee’s requests or concerns will be sent directly to the DGE, with a copy to the proposer. In this case, the next decision will be made by the UGEC and follow the process for an “APPEAL DIRECTLY TO UGEC” described below.

If the UGEC votes “revise and resubmit” a second time, the proposal and all decision forms will be sent to AA for a final decision.

### **Appeals Process**

A decision to reject a proposal by a Competency Subcommittee may be appealed. Other decisions are not subject to appeal.

The appeal process has two steps:

STEP ONE: Appeal, in writing, to the subcommittee chair. The written appeal must include an answer to the rationale of the subcommittee for rejecting the proposal. The subcommittee will have 15 working days from the date of receipt by the chair to respond to the appeal in writing. A response will either be to reaffirm the original decision to reject or to request revisions. A detailed rationale must accompany the response. A decision to request revisions shall be treated as a “revise and resubmit” decision subject to the processes outlined above.

STEP TWO: If the subcommittee reaffirms the original decision to reject, the proposer may appeal in writing to the DGE. The appeal must include a written response to the rationale provided by the Competency Subcommittee. The DGE will put the proposal on the agenda for the earliest possible meeting and invite the proposer and subcommittee chair to attend and make their cases. The UGEC’s decision will either be approve, reject, or revise and resubmit subject to the provisions above.

APPEAL DIRECTLY TO UGEC: If the subcommittee responds to an appeal by requesting revisions, and reject the revised proposal, the proposer may appeal directly to the UGEC as outlined in STEP TWO of the appeals process.

### **Experimental Courses**

When a proposal involves an experimental course (course number ending in 90), the chair of the Competency Subcommittee will make the decision for the subcommittee and the DGE will make the decision for the UGEC, although either may involve the full committee if they choose to do so on a case-by-case basis. Approval of general education designation for an experimental course does not indicate that a permanent course based on the experimental course will be approved.

If an experimental course is rejected by the Competency Subcommittee or its chair, the proposer may follow the process for APPEAL DIRECTLY TO UGEC outlined above.

Beyond these alterations, the process for experimental courses is the same as for ordinary courses.

### **Timeline**

General education review often requires much deliberation and time. While all involved endeavor to respond in a timely manner, the UGEC will only guarantee that successful proposals will take effect in a specified semester if the proposal is submitted prior to the beginning of the preceding semester. For example, for a proposal to take effect in Spring 2021, it must be submitted prior to the beginning of the Fall 2020 semester. Proposers are encouraged to submit proposals one year before they would like the proposal (if successful) to take effect.

Proposals submitted during the last three weeks of a semester will not be considered until the beginning of the following semester, and the 15 working day timeline for a decision by a Competency Subcommittee will begin on the first day of classes the following semester.

### **Other Matters**

DECISION FORMS: All decision forms must be completed thoroughly and with sufficient information for the proposer and other decision makers to completely understand the rationale. Members of the Competency Subcommittees and the UGEC are encouraged to complete their own decision forms, but the chair or DGE (respectively) may decide to record all of the feedback on a single form.

**MAJORITY VOTES:** If there is not a majority vote on a proposal of a quorum of at least 51% of a committee, the decision will be deemed “revise and resubmit” subject to the processes above.

**15 DAY TURNAROUND:** If a Competency Subcommittee fails to make a decision during the 15 working day period, the proposal will be deemed approved by the subcommittee and sent to the UGEC, as outlined above. A decision will have been rendered when the chair sends decision forms to the proposer. If a subcommittee fails to make a decision two or more times in a given semester, the DGE may remove the subcommittee chair and require the subcommittee to select a different member to chair for the remainder of the academic year.

**TRACKING:** Each proposal will be numbered and tracked along with curriculum proposals, and the DGE will track and record revisions and appeals.