

General Education Implementation Committee Report, May 4, 2004
Action Items prepared by Don Flickinger, Chair IMPLEMENTATION TIME ORDER

Action Item	Projected Implementation	Visible Outcomes	Rec.
Changes affecting the next academic year must be completed by March 1 of the previous academic year.	Implemented		5
The faculty staff webpage needs a link collectively for advising and specifically to the general education page as occurs now on the <u>Current Students</u> webpage.	Implemented		9
... the University archive each online academic catalog and make them easily available by academic year to all faculty and staff.	Implemented	Catalogs available at MyFSU/My Academics/Historical Course Descriptions	5
... easy access and live updated information about general education by category information is a high priority for early incorporation into the new Banner system.	Immediately incorporate general education needs into the BPA portion of the Student Services Banner implementation.	View BPA process reports showing inclusion of general education	4
... the VPAA office place a high priority on general education facilitation.	Immediately	The VPAA's office will become immediately proactive in preparation for 05W scheduling	1
... the VPAA's office will consult with departments/schools, program coordinators/directors and counselors on a regular basis prior to the beginning of each registration period to assure general education facilitations success.	October 2004	VPAA's office will correspond with all scheduling areas and faculty/administrators for review of the 05W schedule two weeks prior to the beginning of registration. As little as possible variation in schedule should occur from Winter to Winter. Any schedule changes affecting student ability to take general education classes should be immediately reviewed and a resolution determined.	1
... FSU students be given easy Ferris web access for locating and selecting general education courses.	October 8, 2004	Update MyFSU academic links – General Education Courses linked to 05W. Add a link to MyFSU showing courses meeting general education category.	3
... the VPAA's office prepare an advisors	October 15, 2004	Update all academic links on FSU homepage for general education link to courses available for 05W. Send a hard copy of the "general education quick	8

<p>“general education quick facts handout” to include basic general education information and website addresses for the most current general education information and course/sections being offered.</p>		<p>facts handout” to all faculty, deans, department heads and school directors.</p>	
<p>... the implementation of the revised REG (“A list”) requirements not be allowed to proceed until a comprehensive implementation plan for this change has been developed by the VPAA.</p>	<p>Implementation plan be developed by July 1, 2005 for REG (“A list”) implementation at the earliest being 07F.</p>	<p>REG implementation committee formed 04F with report due by July 1, 2005</p>	<p>2</p>
<p>General Education advising should be included in the First Year Faculty Program.</p>	<p>04F</p>	<p>Include a information module using the “general education quick facts handout” as the outcomes information</p>	<p>9</p>
<p>General Education webpage: ... have the (Course) Learning Outcomes Area listed on the left-hand side with the group of four listed items.</p>	<p>04F</p>	<p>The outcome will be listed with the other 4 hyperlink areas on the left-side of the page.</p>	<p>9</p>
<p>In the general education outcomes for each general education area link, wording clarification is needed in the course outcomes (remove the word “criteria”), and there should be a clear link to general education area criteria.</p>	<p>04F</p>	<p>Review of the general education webpage will indicated if this outcome has been achieved.</p>	<p>9</p>
<p>... there should be a clear link to general education area criteria</p> <p>A “course proposal process” description should be added to left side of the General Education Homepage directing course proposals to the General Education Coordinator and linked to the area criteria.</p>	<p>04F</p>	<p>Review of the general education webpage will indicated if this outcome has been achieved. VPAA’s office should prepare copy for hyperlink as described in the recommendation.</p>	<p>9</p>
<p>... all program and general education courses with limited section availability maintain consistent scheduling days and times by semester. That is, all Fall semester courses will remain consistent and all Winter semester courses will remain consistent.</p>	<p>04F</p>	<p>This maintaining of consistent course days and times for better student scheduling needs to beginning with the 05W schedule. We have until early October to make schedule adjustment to better serve our students.</p>	<p>10</p>
<p>Programs/degrees/majors must identify “critical” general education courses and notify appropriate departments and colleges.</p>	<p>04F</p>	<p>List should be sent to VPAA’s office by October 20</p>	<p>10</p>
<p>Programs/degrees/majors/departments will be expected to maintain good communication and notify coordinators/department chairs/heads of</p>	<p>04F</p>	<p>Monitored by VPAA’s office.</p>	<p>10</p>

anticipated schedule changes			
... all college counselors, program coordinators and transcript evaluators be reminded that any transfer courses they wish to have evaluated for general education designators must be sent to the appropriate individuals:	04F		Email reminder to counselors, program coordinators and transcript evaluators.
... contact information for the current individuals responsible for evaluating each general education category be placed on the general education website.	04F		Review the website
... transfer students would be able to use the transfer equivalencies and general education guidelines in place at the time of their official documented advising contact with their college's academic personnel regarding equivalencies.	January 15, 2005		Action item to be approved in the VPAA and general education committee.
... all future changes in transfer equivalencies be published by March 1 of the previous academic year.	March 1, 2005		Transfer equivalencies for Michigan Community Colleges be copied to PDF file and available for all faculty, coordinators, and department heads by March 15, 2005
It is suggested that all outdated equivalencies be archived and accessible to faculty and students, so that the last date they are to be considered in effect is clear.	March 1, 2005		PDF files of equivalencies by archived at the beginning of each semester and be available to counselors through the FSU general education website.
We encourage the providers of general education courses to think of ways to make category requirements less complex.	06F		Possible change in category requirements making scheduling easier.
We encourage programs/degrees/majors to add more choice to general education categories whenever it is deemed possible and appropriate.	05F		Change in checksheets indicating more flexibility in general education course selections
... the University Curriculum process be expedited for programs/degrees/majors that wish to provide greater flexibility in the general education area.	05F		Process where by general education choices for programs/degrees/majors can be changed without going through the current full curriculum process.
... PDF file copies of general education be available online by academic year.	05W		Add PDF files of approved general education courses by academic year to MyFSU/My Academics/Records Office area.
... the VPAA re-evaluate the upper level general education social awareness and cultural	05W		VPAA report to the faculty by May 5, 2005

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<p>enrichment requirement with the review to include easier implementation for all degrees, majors, and programs.</p>		
<p>... serious consideration be given to increasing the number of social awareness and cultural enrichment courses that additionally satisfy either Global or REG.</p>	<p>06W</p>	<p>Additional REG and Global courses offered</p>
		<p>15</p>