

# Utah Tech University Policy

## 615: General Education



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### I. Purpose

- 1.1 To define the administrative structure of the Utah Tech University (“the University”) General Education Committee as well as the processes for creating and maintaining general education courses and the function of the General Education Program.

### II. Scope

- 2.1 All faculty, staff, and administrators associated with teaching, developing, supporting or administering general education courses and the General Education Committee are held to the expectations set forth in this policy.

### III. Definitions

- 3.1 **General Education Program:** This academic program is an intentional, coherent, and integrated series of requirements and courses intended to fully comply with Utah Board of Higher Education Policy R470 so that students acquire required knowledge, intellectual and practical skills, and develop personal and social responsibility.
- 3.2 **General Education Committee:** This committee is a free-standing committee and is responsible for developing and maintaining the General Education (GE) program of requirements and courses that fulfill those requirements. The GE Committee is also responsible for overseeing, reviewing, and advising University requirements.

### IV. Policy

- 4.1 General Education Committee
  - 4.1.1 Administration and leadership of the General Education Committee (GE) shall be provided through the Division of Academic Affairs.

- 4.1.2 The GE Committee serves as the body within Academic Affairs that promotes, supports, and reviews general education courses at the University.
- 4.1.3 The GE Committee operates under Robert's Rules of Order.
  - 4.1.3.1 A quorum shall be recognized as more than half of voting members.
  - 4.1.3.2 It is the responsibility of each voting member to understand and abide by the voting rules under Robert's Rules of Order as summarized in the Addenda.
- 4.1.4 The GE Committee votes to approve, reject, or revise courses submitted to become part of the GE curriculum. Course-related items and decisions then move forward for further approval to the University Curriculum Committee (UCC) and the Academic Council (AC). Procedural items will move forward as information items to the University Curriculum Committee (UCC) and the Academic Council (AC).
- 4.1.5 The GE Committee works collaboratively with colleges and academic departments to ensure consistency and excellence in all GE courses.
- 4.1.6 The GE Committee is staffed by a Director selected by the Vice President of Academic Affairs and Provost, in collaboration with the Faculty Senate President.
  - 4.1.6.1 The Director receives compensation of a six-credit release per semester from their normal teaching load to fulfill GE responsibilities.
  - 4.1.6.2 The responsibilities of the GE Director are as follows:
    - 4.1.6.2.1 Attend GE Committee meetings.
    - 4.1.6.2.2 Represent GE at UCC, AC, and any other meetings where GE input is required to advocate for and ensure the smooth running of GE.
    - 4.1.6.2.3 Work with departments to optimize the course distribution in the GE areas.
    - 4.1.6.2.4 Serve as liaison between GE and other University entities.

- 4.1.6.2.5 Work in coordination with the General Education Assessment Committee.
  - 4.1.6.2.6 Communicate GE changes and reform to Academic Affairs and Student Affairs.
  - 4.1.6.2.7 Represent the University on the Utah Board of Higher Education General Education Taskforce.
- 4.1.7 The GE Committee is also served by a Chair selected for a one-year term by the GE Committee from among members who have served a minimum of one year on the Committee. The Chair can serve two consecutive terms.
- 4.1.7.1 The Chair receives compensation of a three-credit release per semester from their normal teaching load to fulfill GE responsibilities.
  - 4.1.7.2 The responsibilities of the GE Chair are as follows:
    - 4.1.7.2.1 Create meeting agendas and ensure that all matters before the Committee receive a full and fair hearing.
    - 4.1.7.2.2 Meet with departments regarding GE issues.
    - 4.1.7.2.3 Work in coordination with the General Education Assessment Committee.
    - 4.1.7.2.4 Conduct the GE Committee meetings.
- 4.1.8 GE Committee members are student representatives and full-time faculty selected in collaboration between the Faculty Senate and department chairs and at minimum, represent every College having GE courses.
- 4.1.8.1 Voting members include faculty representatives and appointed student(s). Ex officio (non-voting) members such as advisors, registrars, and others are invited to inform members on issues related to their areas of responsibility.
  - 4.1.8.2 The GE Director and Chair are non-voting members of the committee. The Chair only votes if there is a tie.
  - 4.1.8.3 Responsibilities of the GE Committee Members include the following:

- 4.1.8.3.1 Attend Committee meetings and vote on issues brought before the Committee.
- 4.1.8.3.2 Inform constituents of GE Committee issues and decisions.
- 4.1.8.3.3 Provide input on larger initiatives that affect or are contained within GE.
- 4.1.8.3.4 Accomplish associated tasks relative to ongoing efforts to improve and maintain the excellence of the GE program.

#### 4.2 Meeting Parameters

- 4.2.1 The Chair runs the meetings and sets the meeting parameters.
- 4.2.2 There are instances when meetings may run overtime because of the large amount of business to be conducted. When this occurs and a voting member needs to leave, that member may select a proxy from among members who are able to remain at the meeting.

#### 4.3 Appeal Process

- 4.3.1 If a voting dispute arises and cannot be resolved through the application of Robert's Rules of Order, a voting member from the prevailing side of the vote can request a re-vote by the next regularly scheduled meeting. If the motion prevails, the re-vote must take place by the end of that meeting.
- 4.3.2 Any dispute may be appealed to the Academic Council for resolution.
- 4.3.3 The decision of the Academic Council is final.

### **V. References**

### **VI. Procedures**

#### 6.1 New GE Course Approval Process

- 6.1.1 Prior to submitting a course for GE consideration, a proposer must meet with the GE Chair to discuss details of the proposal.
- 6.1.2 The General Education Application form must then be completed and submitted.
- 6.1.3 The application form is brought before the GE Committee for

discussion and vote.

6.1.3.1 Outside expertise is sought for proposals whose course content is outside the expertise of current committee members.

6.1.4 Once a course is granted GE status, the Director forwards the information on to the UCC and AC as an information item.

## VII. Addenda

### 7.1 Summary of Voting Practice

7.1.1 Once a quorum is present, an official vote can take place among those voting members in attendance after a motion, second, and discussion have ensued. Those voting yea or nay are then counted. Abstentions do not count toward the vote total. A majority of the vote total wins the vote.

7.1.1.1 A majority of the vote is more than half of the yes or no votes cast. In the rare case where 3 or more voting choices might be considered, a plurality of votes, or the most votes, does not carry the vote unless it is also a majority. If not a majority, the vote must continue by eliminating the option with the fewest votes followed by a re-vote.

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Policy Owner: Vice President of Academic Affairs and Provost

Policy Steward: Director of the GE Committee

History:

Approved 4/27/18

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