

A C A D E M I C S E N A T E
O F
C A L I F O R N I A S T A T E U N I V E R S I T Y
S A C R A M E N T O

Minutes

Issue #20

April 4, 1991

ROLL CALL

Present: Al-Kazily, Barrena, Bauerly, Brackmann, Brown, Carlson, Cook, Cooper, Curry, De Haas, Decious, Glovinsky, Harriman, Hernandez, Holl, Huff, Jakob, Jensen, Kornweibel, Lonam, D. Martin, Maxwell, McClure, Miller, Mrowka, Navari, Novosel, Pacholke, Palmer, Quade, Serrano, Shannon, Shek, Steward, Summers, Sutherland, Toder, Weissman, Wheeler, Yousif

Absent: Amos, Bach, Barnes, Bourg, Cajucom, Elfenbaum, Gelus, Gonzalez, Hayashigatani, Johnson, L. Martin, Mattos, Meier, Michael, Muller, Pyne, Radimsky, Reinelt, Schuster, Tobey, Tooker, White, Whitesel, Winters, Wright

INFORMATION

1. Spring 1991 Academic Senate Meetings (Tentative Schedule)
Thursdays, 2:30-4:30 p.m.
Forest Suite, University Union (unless noted otherwise)
April 11 **Meeting Cancelled**
April 18 Mendocino Hall (CLS 1003) **Meeting added**
April 25
May 2
2:30-3:00, '91-92 Nominations
3:00-4:30, '90-91 Senate
May 9
May 16
2:30-3:00, '91-92 Elections
3:00-4:30, '90-91 Senate

ACTION ITEMS

***AS 91-21/Ex. G.E. REVISION--PROCEDURES FOR REVIEW OF COURSES FOR G.E. LISTING**

The Academic Senate recommends adoption of the following Procedures for Review of Courses for G.E. Listing. [Note: If adopted, this action amends AS 90-31, AS 90-33, and AS 90-34, (as shown in the Attachment to these minutes) and, together

with AS 90-31 and AS 90-33, supersedes AS 82-57 (Section IV.A, pages 14-15, of the 1989 Statement on General Education-- Breadth Requirements--shown in Attachment B, April 4, 1991, Academic Senate Agenda) and the current review procedures prescribed in the Arts and Sciences approved policies on "General Education Administration" and "General Education Advisory Committee Policies and Procedures" (Attachment C, April 4, 1991, Academic Senate Agenda).]

PROCEDURES FOR REVIEW OF COURSES FOR G.E. LISTING

I. G.E. COURSE REVIEW COMMITTEE

A. Charge

A G.E. Course Review Committee shall be established which shall have the primary responsibility for determining which courses shall be included in the G.E. Program. Specifically, the charge of the Committee shall be as follows:

1. Development of definitions and evaluation standards pertaining to area criteria (see section II.A).
2. Evaluation of courses for G.E. listing (see section II.C).
3. Approval of courses for G.E. listing (see section II.C).
4. Periodic review of area or subarea criteria, definitions and evaluation standards (see section II.A).
5. Periodic review of courses (see section III).

B. Membership

The G.E. Course Review Committee shall have the following membership:

- 17 voting members, nominated by departments and elected at large, which shall include:

12 faculty members from the School of Arts and Sciences (4 each from science and mathematics, behavioral and social sciences, and humanities and fine arts)

5 faculty members from the professional schools (1 each from Business Administration, Education, Health and Human Services, Engineering and Computer Science, and 1 at-large)

Note: No more than one member of a department may serve as a voting member. No member of the university General Education Committee or the Arts and Sciences Curriculum Committee may serve as a voting member. Voting members shall serve three-year staggered terms.*

- 3 non-voting members, which shall include:

1 member selected annually by and from the University General Education Committee

1 member selected annually by and from the Arts and Sciences Curriculum Committee

The General Education Administrator

The Committee chair shall be elected annually by and from the voting membership.

*[Note: Initially staggered so that one-third of the Committee is elected each year.]

II. OPERATING PROCEDURES

A. Definitions and Evaluation Standards

The G.E. Course Review Committee shall develop, as necessary, definitions and evaluation standards that further explicate and translate area criteria into operational terms.^a Definitions and evaluation standards shall normally take the form of a "Criteria Check List" which shall be used as the basis for determining whether or not a course shall be listed in the G.E. Program. Departments submitting courses shall be provided copies of criteria check lists and all other information on which course approval shall be based.

Definitions and evaluation standards developed by the G.E. Course Review Committee shall be subject to modification and approval by the university General Education Committee and the G.E. Administrator. Disagreement between committees or between a committee and the G.E. Administrator regarding the intent of provisions of the G.E. program shall be brought to the attention of the Academic Senate. Definitions and evaluation standards shall be reviewed annually.

B. Course Submission Procedures

1. The G.E. Administrator, in consultation with the G.E. Course Review Committee, shall establish deadlines for submission of courses to be considered for listing in the G.E. Program. In order to maintain a reasonable work schedule for the Committee, it may be necessary to limit the number of courses that a department may submit in a given academic year for listing in a particular area. Additional submissions may be invited to ensure that a sufficient number of course sections in each area are offered.
2. The G.E. Course Review Committee shall develop guidelines and necessary forms for departmental requests for course listing in the G.E. Program, which shall include a requirement for departmental justification for listing of the course in a particular area.^a
3. All courses submitted for G.E. listing must be courses that have been approved through the regular course approval process (i.e., approved by the home department, school committees and school dean, university Curriculum Committee and Vice President for Academic Affairs) for inclusion in the University's catalog of course offerings. Departments seeking to list approved courses in the G.E. Program shall submit the request to the G.E. Administrator (when a call for submissions has been made) along with the required justification for course inclusion and other necessary forms and materials. Departments are encouraged to seek the advice of the Committee in developing courses for G.E. listing and in preparing requests for submission of existing courses.

C. Course Review and Approval Procedures

1. Each semester the G.E. Course Review Committee shall establish area subcommittees from its voting membership to conduct an initial review of courses

^a To expedite initiation of course review at the beginning of Fall 1991, the General Education Committee and the University Writing Committee (in the case of the newly adopted writing requirements) have been assigned this task for the Spring 1991 semester.

submitted for G.E. listing in the area of subcommittee concern. A minimum of five area subcommittees shall be established (at least one for each of the G.E. areas A - E). In addition, separate subcommittees may be established for supervenient requirements (e.g., race and ethnicity, writing). Each subcommittee shall consist of no fewer than three voting members. A Committee member may serve on more than one subcommittee. Committee members may not serve on the same area subcommittee for more than two consecutive semesters and may not be reappointed to that area subcommittee until two semesters have elapsed since the last semester of appointment to that area subcommittee.

2. Area subcommittees shall evaluate courses using the approved "criteria check list" (see section II.A). In its deliberations, the subcommittee may seek the assistance of advisors/consultants with expertise in the area and may invite departments that submitted a course to attend a meeting or provide additional written information to assist in understanding the course proposal and/or how the course meets specified criteria and standards. Based on its evaluation, the area subcommittee shall make a recommendation to the full Committee on whether or not a course should be listed and shall provide the Committee justification for the recommendation. Members of the department submitting the course, including any subcommittee member who is a member of that department, shall be excused from a meeting or portion of a meeting during which the subcommittee makes its recommendation decision.
3. The G.E. Course Review Committee, considering the recommendation of the appropriate area subcommittee, shall decide whether or not a course shall be listed in the G.E. Program. In the case of a negative decision, the Committee shall state its reasons in writing. The Committee's decision shall be conveyed to the submitting department by the G.E. Administrator. In the case of negative decisions, the Committee's written reasons shall also be conveyed. Members of the department submitting the course, including any Committee member who is a member of that department, shall be excused from a meeting or portion of a meeting during which the Committee makes its decision.

4. Ordinarily, G.E. Course Review Committee decisions to list a course in the G.E. Program shall be accepted by the G.E. Administrator who shall convey the decision to the submitting department. If, in rare and compelling circumstances, the G.E. Administrator overturns the decision of the G.E. Course Review Committee (i.e., disapproves the course for G.E. listing), the G.E. Administrator shall communicate his/her decision and reasons in writing to the submitting department, the G.E. Course Review Committee and the university General Education Committee. In the case of G.E. Administrator disapproval of a positive G.E. Course Review Committee decision, the submitting department may initiate an appeal under the provisions of section D.5 of this policy. In the case of a G.E. Course Review Committee decision to deny a department's request for listing, the G.E. Administrator shall defer making an administrative decision until avenues for appeal (see section D.4) have been exhausted and shall merely convey the Committee's decision and its reasons to the submitting department.

D. Appeal Process

1. Departments may appeal actions of the G.E. Course Review Committee and/or the G.E. Administrator to the University General Education Committee. Appeals may be made only by:
 - a. the department which requested its course(s) for inclusion in the G.E. Program and was denied by the G.E. Course Review Committee and/or the G.E. Administrator; or
 - b. departments, other than the department whose course was approved in the review process, on the ground that the approved course does not comply with the criteria.
2. The department making the appeal must submit in writing to the General Education Committee its reasons for the appeal. The General Education Committee shall also be provided a copy of the G.E. Course Review Committee's and/or G.E. Administrator's reasons for the decision.
3. A meeting of the General Education Committee shall be held to which a representative of the appealing

department, the G.E. Course Review Committee and the G.E. Administrator shall be invited to discuss the matter. In the case of an appeal initiated by a department other than the department offering the course, the latter shall also be invited. Additional meetings of this type may be called by the General Education Committee if deemed necessary. The General Education Committee shall not act on appeals in the presence of designated representatives of the appealing department, the G.E. Course Review Committee or the G.E. Administrator. The General Education Committee member who serves as the General Education Committee liaison to the G.E. Course Review Committee and any member of the General Education Committee who is a member of the appealing department shall be excused from a meeting or portion of a meeting during which an appeal is to be decided. In the case of an appeal initiated by a department other than the department offering the course, the latter shall also be excused. The decision of the General Education Committee and its reasons shall be placed in writing.

4. In cases where the decision of the G.E. Course Review Committee is under appeal, the appeal decision of the General Education Committee shall be conveyed to the G.E. Administrator who shall have final authority in deciding whether or not the course under appeal is listed in the G.E. Program. In reaching a decision, the G.E. Administrator shall consider reasons for the G.E. Course Review Committee's original decision and the reasons for the General Education Committee's appeal decision. Ordinarily, the appeal decision of the General Education Committee shall be accepted by the G.E. Administrator who shall convey the decision to the appealing department (and the department offering the course, if different from the appealing department), and the G.E. Course Review Committee. If, in rare and compelling circumstances, the G.E. Administrator overturns the decision of the General Education Committee, the G.E. Administrator shall communicate his/her decision and reasons in writing to the department making the appeal, the department offering the course (if different from the appealing department), the G.E. Course Review Committee, and the General Education Committee.

5. In cases where the G.E. Administrator's decision to disapprove a positive decision of the G.E. Course Review Committee is under appeal, the appeal decision of the General Education Committee and its reasons shall be conveyed to the Vice President for Academic Affairs who shall have final authority in deciding whether the course under appeal is listed in the G.E. Program. In reaching a decision, the Vice President for Academic Affairs shall consider the decisions and reasons of the G.E. Course Review Committee, the G.E. Administrator, and the General Education Committee. Ordinarily the appeal decision of the General Education Committee shall be accepted by the Vice President for Academic Affairs who shall convey the decision to all parties involved. If, in rare and compelling circumstances, the Vice President for Academic Affairs overturns the decision of the General Education Committee, the Vice President for Academic Affairs shall communicate his/her decision and reasons in writing to all parties involved.

III. PERIODIC REVIEW OF COURSES

In accordance with the policy on Procedures for Periodic Review of G.E. Courses (AS 90-33), the G.E. Course Review Committee shall conduct periodic reviews of courses for continuation or termination of listing in the G.E. Program.

Carried.

AS 91-21A/Flr. G.E. REVISION--PROCEDURES FOR REVIEW OF COURSES FOR G.E. LISTING

The Academic Senate agrees that in Fall 1993 (following the first two years of the course approval process adopted in AS 91-21) the General Education Committee shall review the process of course selection and approval and will make recommendations to the Senate for the continuance or change in those procedures.

Carried.

*AS 91-22/GE, Ex. G.E. CONTENT REVISION--UPPER DIVISION UNIT REQUIREMENT

The Academic Senate, based on recommendations of the General Education Committee, recommends adoption of the following program regulation pertaining to the nine upper division unit requirement in the General Education Program.

Systemwide policy (Executive Order 338) specifies that at least nine of the total number of semester units required in the General Education Program must be upper division level. At CSU, Sacramento, all students, including transfer students who have completed the intersegmental transfer curriculum, may select coursework from any area of the G.E. Program to satisfy this requirement, but may not use upper division coursework offered by their major department to satisfy the requirement.

Carried.

*AS 91-23/GE, Ex. G.E. CONTENT REVISION--TRANSFER EVALUATIONS

The Academic Senate, based upon the recommendations of the G.E. Committee, recommends that current practices pertaining to General Education transfer evaluations be applied to the 1991-92 transitional program and to the fully revised program to be implemented in Fall 1992, with the addition of the requirement that all transfer students, including those who complete the intersegmental transfer program, be held to satisfying the race and ethnicity requirement. (Note: In accordance with AS 90-132, the race and ethnicity requirement may be satisfied prior to transfer.)

Carried.

*AS 91-24/UWC, Ex. G.E. CONTENT REVISION--ADVANCED STUDY REQUIREMENT, DELETION OF

[Responds to AS 90-51, part 1.b (initial tasks assigned to the University Writing Committee), specifically "Evaluation of the Advanced Study requirement in relation to other writing requirements and consideration of the English Department's recommendation to satisfy the Advanced Study requirement in the major."]

The Academic Senate, based on recommendations of the University Writing Committee, recommends the following:

1. That the G.E. Program be revised to delete the Advanced Study Requirement [Note: This action rescinds AS 82-59, AS 83-14, and AS 83-69 that are incorporated into the 1989 compilation of General Education--Breadth Requirements in sections III.B (page 13) and IV.B.5 (page 16).]
2. That the "Policy Relating to Undergraduate and Graduate Degree Programs" (Fall 1990 compilation of Policies and Procedures for Initiation, Modification, Review and Approval of Courses and Academic Programs, section IX,

pages 27-29) be amended to require that undergraduate degree programs include at least one upper division course in the major/discipline which assigns writing tasks appropriate to that discipline, and that departments identify which course(s) meet the requirement. Specifically, the Academic Senate recommends that the last paragraph of the policy statement that appears on page 28 of the referenced document (i.e., "blue book") be amended to read [underscore=addition]:

"Undergraduate degree programs are expected to include at least five courses with no fewer than fifteen units that are common to the degree program. In addition, undergraduate degree programs are expected to include at least one upper division required course in the major/discipline which assigns writing tasks appropriate to that discipline. Departments shall identify which course(s) meet the specified writing requirement. Graduate degree programs are expected..."

3. That the University continue to offer the support necessary for faculty to develop and include substantial writing assignments in their courses.

Carried. (Hand Vote: Yes - 25; No - 12)

The meeting was adjourned at 4:05 p.m.


Janice McPherson, Secretary

*President's approval requested.

RE: AS 91-21

Attachment
Academic Senate Minutes
April 4, 1991

Adoption of AS 91-21 will require amendments to previously adopted Senate actions AS 90-31, AS 90-33 and AS 90-34, as follows [~~strikeover=deletion~~; underscore=addition]:

*AS 90-31/G.E., Ex., Flr. G.E. COURSES, POLICY ON SELECTION AND REVIEW OF [responds to AS 89-75 and AS 89-79C.2]

The Academic Senate adopts the following Policy on Selection and Review of G.E. Courses. By adoption of this action, the Senate rescinds previous Senate action 82-57 [General Education Policy (on review and selection of G.E. Courses)].

Policy on Selection and Review of G.E. Courses

1. The statement of G.E. Rationale and Objectives shall inform the design and instructional goals of G.E. courses and shall inform the course review and approval process for inclusion of courses in the program.
2. The G.E. Committee and other committees, departments, or groups, as appropriate, shall may propose to the Academic Senate criteria, based on the "Statement of Rationale and Objectives of the G.E. Program," for all categories/requirements of the G.E. Program.
3. The Academic Senate shall forward approved criteria to the ~~School of Arts and Sciences Curriculum~~ General Education Course Review Committee which shall have responsibility for recommending to the G.E. Administrator courses for listing in the G.E. Program (in accordance with the policy on Procedures for Review of Courses for G.E. Listing, AS 91-21).
4. ~~Under procedures developed by the School of Arts and Sciences Curriculum Committee and approved by the Academic Senate following review and recommendation by the General Education Committee, initial course evaluation shall be conducted by appropriate subcommittees (membership defined elsewhere) and reviewed by the Arts and Sciences Curriculum Committee to determine their conformity to criteria.~~
5. ~~The Arts and Sciences Curriculum Committee shall recommend to the G.E. administrator courses for listing in the G.E. Program.~~

64. In accordance with procedures specified in the Policy on Procedures for Review of Courses for G.E. Listing (AS 91-21), Departments/Schools may appeal a decision of the Arts and Sciences Curriculum G.E. Course Review Committee or the G.E. Administrator to the General Education Committee.
75. ~~The General Education Committee shall make the final recommendations regarding each appeal. This recommendation shall be transmitted to the G.E. Administrator with copies to the Arts and Sciences Curriculum Committee, Arts and Sciences Academic Council, and the Academic Senate Executive Committee. Final authority for deciding whether or not a course is listed rests with the G.E. Administrator or the Vice President for Academic Affairs as specified in the Policy on Procedures for Review of Courses for G.E. Listing. Ordinarily, the appeal decision of the G.E. Committee shall be accepted by the designated administrator.~~
8. ~~Arts and Sciences Curriculum Committee recommendations for course inclusion (or, in the case of appeals, G.E. Committee recommendations) shall normally be approved by the G.E. Administrator. If, in rare and compelling circumstances, the recommendations are not approved, the G.E. Administrator shall communicate the reasons, in writing, to the Arts and Sciences Curriculum Committee, the G.E. Committee, and the Executive Committee of the Academic Senate.~~
96. Under procedures developed by the G.E. Committee and approved by the Academic Senate, G.E. courses and area criteria will be reviewed periodically (see AS 90-33 on Procedures for Periodic Review of G.E. Courses).

Carried. (3/15/90)

*AS 90-33/G.E., Ex., Flr. G.E. COURSES, PROCEDURES FOR PERIODIC REVIEW OF [responds to AS 89-75 and AS 89-79C.2]

The Academic Senate adopts the following procedures for periodic review of G.E. courses.

1. Every five years there will be a comprehensive review of courses in G.E. and area criteria. The reviews will begin with a comprehensive review of Area B. In subsequent years one area will undergo a comprehensive review each year until all in turn have been reviewed. The cycle will then begin again.

2. The Comprehensive Review of General Education Areas.

Departments will report to the G.E. Administrator on each of their offerings in the area being reviewed. The department shall submit course syllabi, sample assignments, and student course assessment data* for all sections of G.E. courses offered in the most recent semester preceding the review. If concerns are raised by the G.E. Administrator following review of the above, the department shall be asked to address those concerns.

Departmental reports will be forwarded by the G.E. Administrator to the ~~appropriate course review subcommittee~~ G.E. Course Review Committee, which, in accordance with the policy on Procedures for Review of Courses for G.E. Listing (AS 91-21), will review all courses listed in the area for fidelity to approved standards and criteria.

*The G.E. Committee will develop a multiple choice questionnaire for each G.E. sub-area or area if undivided. This instrument will be designed to assess whether a course is attempting to meet the objectives of the G.E. area. It will not be designed for use in the RTP process but could be administered at the same time as departmental instruments.

The G.E. eCourse Review subCommittee must recommend to the G.E. Committee Administrator continuation or termination of listing for each of the courses under review. Appeals may be filed in accordance with the policy on Procedures for Review of Courses for G.E. Listing (AS 91-21). Final authority for the continuation or termination of listings rests with the G.E. Administrator and decisions of the G.E. Administrator or the Vice President for Academic Affairs as specified in the referenced policy (AS 91-21). The G.E. Committee ~~must~~ shall review the ~~work of the Subcommittee and make a final determination~~ completed list of courses to be continued and terminated. Following ~~theis~~ theis review of courses the G.E. Committee will formally consider the overall condition of the area and, if appropriate, make recommendations for change to the Academic Senate.

Carried. (4/5/90)

*AS 90-34/G.E., Ex., Flr. G.E. COMMITTEE, MEMBERSHIP AND CHARGE
[responds to AS 89-75]

The Academic Senate adopts the following revision of Senate statute 3.07.01 on the General Education Committee. By adoption of this action, the Senate nullifies preceding Senate actions 76-92, 77-61, 77-62, 82-11, 83-03, and 83-27.

3.07.01 General Education Committee

Consistent with CSU regulations, particularly E.O. 338 and 342, the University shall establish the aims, distribution of units, total number of units, and the administrative structure of the General Education Program. The General Education Committee may propose policy for consideration by the Academic Senate and the President. In addition, the General Education Committee may propose policy on other university-wide degree requirements.

a. Membership

The General Education Committee is a standing committee of the Academic Senate. Its membership shall be composed of an appropriate academic administrator designated by the Vice President for Academic Affairs, as a non-voting ex officio member; the general education administrator as a non-voting ex officio member; six faculty members elected by and from the School of Arts and Sciences: two from arts and humanities, two from social science, and two from science and mathematics; four faculty members elected by and from the other schools of the University (i.e., one by and from each of the four professional schools); two senators, appointed by the Academic Senate; a faculty member appointed by and from the University Curriculum Committee; and three students selected by A.S.I. All elected faculty members must be from different departments. Appointed faculty members should also be chosen, as often as possible, from departments not otherwise represented on the committee. If there are two faculty members from the same department only one will have a vote.

Elected faculty members for election to the committee shall be self-nominated or shall have consented to having their names placed in nomination by one or more of their colleagues. Elected faculty membership on the committee is for three years, with overlapping terms of service, to ensure that a core of experienced members provide continuity in the committee's work. Replacements to fill unexpired terms will be elected in an appropriate school election at the same time as the annual elections for expired terms. The Academic Senate may select replacement members to serve until the next annual election. The terms

of senators will be for two years or the remainder of the senator's term in the Senate. The liaison member will have a one year term.

b. Committee Responsibilities

1. Recommends to the Academic Senate changes in the G.E. Program as well as changes in other non-major degree requirements.
2. Recommends to the G.E. administrator on general goals related to resource allocation and administrative procedure in the areas of student orientation and advising, special tutorial and remedial course offerings, student and faculty awareness of the G.E. Program, diagnostic testing, outcome assessment and any other university non-major graduation requirements.
3. Recommends to the G.E. administrator concerning the desirability of seeking future increases or decreases in section offerings by area, based on program objectives and perceived student needs. Outcome assessment instruments, if appropriate and reliable, should be among the criteria used in making these kinds of recommendations.
4. Hears appeals on course listing or review decisions and may recommend revised action to the G.E. Administrator or the Vice President for Academic Affairs as specified in AS 91-21, Procedures for Review of Courses for G.E. Listing; AS 90-31, Policy on Selection and Review of G.E. Courses; and AS 90-33, Procedures for Periodic Review of G.E. Courses.
5. Conducts a periodic review of courses which are listed in the G.E. Program following procedures approved by the Academic Senate (~~to be specified elsewhere~~ see AS 90-33, Procedures for Periodic Review of G.E. Courses).
6. Proposes to the G.E. Administrator and reviews with the G.E. administrator studies, research and research agendas relating to all aspects of G.E.
7. Monitors (through liaison membership and/or annual reports) the procedures and criteria used by other faculty committees (such as ~~Arts and Sciences Curriculum and University Curriculum~~ the G.E. Course Review Committee and University Writing Committee) or departments (e.g., Department of Foreign Languages and the English Department) which may take actions which

substantially affect course offerings in the G.E. Program or other non-major graduation requirements, to insure that these conform to existing policies and procedures the implementation of which are the responsibility of the G.E. Committee. Recommendations for changes in the procedures are to be made to that committee or to the appropriate constituting authority for the committee.

Carried. (4/19/90)