

Proposed Changes to committee descriptions of Program Review Committee and General Education Committee (Sections 1.4.3.4.7 and 1.4.3.4.8) of the Faculty Handbook.

### **I. Summary of proposed changes (common to both committees)**

1. Changes in membership
  - a. Deletion of provost. *With the addition of the Dean of C&EE to the committee, and in order to reduce the number of committees on which the Provost must sit, the Provost has recommended deleting his ex officio membership on these two committees.*
  - b. Addition of librarian. *This change comes at the request of the Director of the Library and the Dean of C&EE; see attached for rationale.*
2. Changes in officers
  - a. Chair elected annually from membership. *At the request of the Dean of C&EE and the PRC, it is proposed that the PRC no longer be co-chaired, and that both committees be chaired by an elected faculty or administrator. This allows for the current situation in which the Dean of C&EE chairs both committees.*
3. Changes in responsibilities
  - a. Various specific duties, as listed. *Most of these changes reflect a more accurate description of what the committees are currently doing, are proposed by the Dean of C&EE in consultation with the committees. The rationale for the deletion of section 2.a-3 in the GE committee description is that such a list of examples (rather than general criteria that would apply to all areas of the GE) would more properly be included in a separate committee policies and procedures document.*
  - b. Working relationships with other committees (Academic Senate in particular). *As the primary curricular committee, Academic Senate should work closely with other curriculum-related committees (Program Review, General Education, and Off-Campus Programs). Specifying the relations between these committees and Senate (e.g., reporting to, requesting action from, approving policy or procedural changes proposed by) in the Handbook clarifies the roles and working relationships and increases the efficiency of faculty governance.*
  - c. Specification of a “policies and procedures” document, specific to each committee, that guides the committee’s work and is publicly available in the provost’s office (or web site). *Maintaining a committees policies and procedures in a public document both preserves those policies and procedures in the face of changing membership and makes them available to the larger college community (including, e.g., departments undergoing program reviews and those submitting course syllabi to the GE committee). There is a precedent for guiding documents that supplement the Handbook in the current descriptions of general education criteria: these documents would presumably be subsumed within the proposed policy and procedure document.*

## II. Proposed Revisions (deletions, additions)

### 1.4.3.4.7 Program Review Committee

#### a) Membership:

- 1) ~~Provost~~
- 2) ~~Associate Academic Dean for Curriculum~~ Dean of Curriculum and Educational Effectiveness
- 3) Director of Institutional Research
- 4) ~~Director of Assessment~~ Librarian with Faculty Status
- 5) Vice President for Student Life and Dean of Students (or representative)
- 6) Three faculty, one from each division, one elected annually to a three-year term
- 7) WASC Liaison Officer (*ex officio*)

#### b) Officers:

- 1) Chair, elected each year from among the committee members. ~~Co-Chairs: Faculty member in 3<sup>rd</sup> year on Committee and the Associate Provost~~
- 2) Secretary, selected by committee.

#### c) Responsibilities:

The Program Review Committee oversees program review in academic and co-curricular departments and programs, and develops an institutional plan for college-wide program review. It establishes policies and procedures regarding program review and assessment, and maintains these in a document on file in the Provost's office. Specific responsibilities of ~~To meet this mission,~~ the Program Review Committee include will:

- 1) In collaboration with the ~~Director of Assessment~~ Dean of Curriculum and Educational Effectiveness
  - (a) to work with departments as needed in the development of their plan for program review;
  - (b) to assist departments with the generation and completion of the annual assessment reports and multi-year program review reports ~~the implementation of their plan to ensure timely progress toward its completion;~~
  - (c) to review the annual reports and provide timely feedback to departments;
  - (d) to review the results of the multi-year program review and provide timely any necessary feedback for the department to consider ~~before the department submits the final report to the Provost~~ for its meeting with the Provost and Dean of Curriculum and Educational Effectiveness;

- (e) to provide the department with comments or suggestions to assist them in their preparation for the next review cycle;
  - (f) to encourage a campus conversation that establishes the value of a college-wide program review and addresses concerns as appropriate.
- 2) To work with and advise the Director of Institutional Research in establishing goals, formats and priorities for the collection and reporting of student data.
  - 3) ~~To work with and advise~~ ~~advise and support~~ the ~~Dean of Curriculum and Educational Effectiveness~~ ~~Director of Assessment~~ in organizing the data, planning a schedule for Program Review and presenting the data to the campus communities and accrediting organizations.
  - 4) To submit to the Academic Senate any proposed policy or curriculum changes that might require approval by Academic Senate or the full faculty, and to receive from Academic Senate requests for action and information relating to matters of the academic program appropriate to its purpose and function.
  - 5) To report regularly to Academic Senate through the Dean of Curriculum and Educational Effectiveness, and to submit an annual 1- to 2-page summary of its work related to review of the college's academic program, including a summary of its review of departmental multi-year reports submitted that year.

*(NB: also add language to Dean of C&EE responsibilities regarding bringing regular reports between senate and PRC/GE; and to Academic Senate's responsibilities regarding committee relations)*

#### 1.4.3.4.8 General Education Committee

a) Membership:

- 1) ~~Provost (or representative)~~ **Dean of Curriculum and Educational Effectiveness**
- 2) **Director of Library**
- 3) Three tenured faculty, one from each division, one elected annually to a three-year term.
- 4) Registrar

b) Officers:

- 1) **Chair, elected each year from among the committee members.** ~~The Chair will be elected by the committee from among the committee members.~~
- 2) **Secretary, selected by committee.** ~~Secretary shall be appointed by the chair.~~

c) Responsibilities:

- 1) To oversee the implementation of the general education program of the College according to the criteria approved by the faculty. **Policies, procedures, and criteria for course inclusion in the various general education categories are maintained in documents on file in the Provost's office.**
- 2) To review and approve new course proposals to ensure that they adhere to the general education criteria approved by the faculty. ~~Depending upon the category in general education, these criteria might include such items as:~~
  - ~~(a) attention to writing and speaking in class assignments;~~
  - ~~(b) attention to concerns of diversity and interdisciplinary integration in readings;~~
  - ~~(c) technological competence;~~
  - ~~(d) attention to methodology, and~~
  - ~~(e) the presentation of enduring, rather than trendy, themes.~~~~Above all, general education classes should not merely be introductions to disciplines.~~
- 3) To facilitate regular program review and assessment of the general education program, as well as course content and methodology of courses previously approved as fulfilling general education criteria.
- 4) **To conduct periodic syllabus review**
- 5) To recommend change in the general education program to the Academic Senate, with proposals that would significantly alter any general education requirement being forwarded to the full faculty for action.
- 6) To submit to the Academic Senate any other proposed policy or curriculum changes that might require approval by Academic Senate or the full faculty, and to receive from

Academic Senate requests for action and information relating to matters of the academic program appropriate to its purpose and function.

- 7) To report regularly to Academic Senate through the Dean of Curriculum and Educational Effectiveness, and to submit an annual 1- to 2-page summary of its work related to review of the college's academic program.

*(NB: also add language to Dean of C&EE responsibilities regarding bringing regular reports between senate and PRC/GE; and to Academic Senate's responsibilities regarding committee relations)*