

Utah Tech University Policy

615: General Education



- I. Purpose
- II. Scope
- III. Definitions
- IV. Policy
- V. References
- VI. Procedures
- VII. Addenda

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 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.
- 3.2 **General Education Program:** This academic program is an intentional, coherent, and integrated series of requirements and courses intended to comply fully with Utah Board of Higher Education Policy R470 so that students acquire required knowledge, intellectual and practical skills, and develop personal and social responsibility.

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 Procedures.
- 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 nominates sixteen faculty representatives to the Utah System of Higher Education (USHE) Area Working Groups. Two representatives will be selected from each of the three Core Areas and each of the Depth and Breadth Areas. The Area Working Groups make recommendations to the USHE General Education Taskforce.
- 4.1.7 The Associate Provost for Academic Success/Dean of University College coordinates with the GE Committee to align the program with the Division of Academic Affairs and USHE. The Associate Provost for Academic Success/Dean of University College is also appointed to represent the University on the USHE General Education Taskforce.
- 4.1.8 The GE Committee is staffed by a Director selected from the Regular Tenure-Track Faculty (see Policy 631 section 3.7) by the Vice President of Academic Affairs and Provost, the Associate Provost for Academic Success, and the Faculty Senate President.
 - 4.1.8.1 The responsibilities of the GE Director are as follows:

- 4.1.8.1.1 Create meeting agendas and ensure that all matters before the Committee receive a full and fair hearing.
 - 4.1.8.1.2 Conduct the GE Committee meetings.
 - 4.1.8.1.3 Meet with departments regarding GE issues.
 - 4.1.8.1.4 Work with departments to optimize the course distribution in the GE areas.
 - 4.1.8.1.5 Represent GE at UCC, AC, and any other meetings where GE input is required to advocate for and ensure the smooth running of GE.
 - 4.1.8.1.6 Attend meetings of the USHE General Education Taskforce.
 - 4.1.8.1.7 Serve as liaison between GE and other University entities.
 - 4.1.8.1.8 Communicate GE changes and reform to Academic Affairs and Student Affairs.
- 4.1.9 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.
- 4.1.9.1 Voting members include faculty representatives and appointed student(s).
 - 4.1.9.2 Ex officio non-voting members include the Registrar, Director of First-Year Advisement, and Associate Provost for Academic Success/Dean of University College.
 - 4.1.9.3 The GE Director only votes if there is a tie.
 - 4.1.9.4 Responsibilities of the GE Committee Members include the following:
 - 4.1.9.4.1 Attend Committee meetings and vote on issues brought before the Committee.
 - 4.1.9.4.2 Inform constituents of GE Committee issues and decisions.
 - 4.1.9.4.3 Provide input on larger initiatives that affect or are

contained within GE.

- 4.1.9.4.4 Accomplish associated tasks relative to ongoing efforts to improve and maintain the excellence of the GE program, including collaborating with departments to review course assessments.

4.2 Meeting Parameters

- 4.2.1 The Director 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

- 5.1 University Policy 631: Faculty Categories
- 5.2 University Policy 640d: Faculty Senate Standing Committee
- 5.3 Utah Board of Higher Education Policy R470

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 Director 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 for vote and to the AC as an information item.
- 6.1.5 To continue a course's GE status, its department or program must provide the GE Committee with assessment materials. Academic Departments and Programs are responsible for assessing GE Essential Learning Outcomes (ELOs) in their courses. The GE Committee will collaborate with academic departments and programs to ensure ELOs are being met across the GE Program.

6.2 Summary of Voting Practice

- 6.2.1 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.
 - 6.2.1.1 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.

Policy Owner: Provost and Vice President of Academic Affairs
Policy Steward: Director of the GE Committee

History:
Approved 4/27/18
Revised 04/26/24