

FINAL DRAFT: CT State General Education Committee

Charge, Composition & Bylaws

Charge of CT State General Education Committee

1. Maintain (i.e., continuously monitor and reflect upon) the CT State Community College General Education Program, including:
 - a. the core [categories](#)
 - b. the Student Learning Outcomes (SLOs)
 - i. The current version was revised by FIRC and endorsed by a CSCU system-wide vote in Spring 2022.
 - c. the Additional Gen Ed categories of Creativity and Global Knowledge in some CSCU Transfer Pathway degrees
 - d. the diversity requirement as determined by the DEI Committee.
2. Review and implement vetting (i.e., carefully and critically examining) processes of courses to fulfill General Education requirements, including:
 - a. Maintaining, or revising as needed, the guiding principles used to vet general education courses (found [here on pages 2-3](#))
 - b. Creating, maintaining and revising course vetting forms as needed
 - c. Evaluating/approving new courses and changes to existing courses in the Gen Ed core list
 - d. Creating and implementing a workflow structure for Gen Ed review.
3. Oversee the assessment process of the General Education program, including:
 - a. Establishing evidence-based assessment procedures and instruments that will create a comprehensive picture to inform future curriculum decisions, resource allocation, self-study and accreditation reports, etc.
 - b. Setting the multi-year calendar for assessment of each SLO category
 - c. Maintaining and revising the Gen Ed rubrics as needed
 - i. The current rubrics were revised by FIRC and endorsed by a system-wide vote of CSCU institutions in Spring 2023
4. Use assessment data to make informed decisions about the Gen Ed curriculum by:
 - a. Reviewing the assessment data to determine if vetted Gen Ed courses are meeting the outcomes for a category. If a course does not meet the outcomes,
 - i. the course is revised to align with the category outcomes OR
 - ii. the course is no longer included as a Gen Ed course
 - b. Reviewing and, if warranted, making changes to the associations between academic disciplines and Gen Ed categories.
 - c. Reviewing the Gen Ed categories, Student Learning Outcomes and their associated rubrics based on assessment data, feedback from faculty, the needs of transfer students, etc., to determine if revision is needed.
 - d. If revision is needed, leading a college-wide revision process (to begin no earlier than AY 26-27) in collaboration with Curriculum Congress and discipline groups.

5. Communicate any changes or suggested revision to the CT State General Education program to the CSCU Transfer Council
6. Establish guidelines for Gen Ed course substitutions, transfer credit application, and other variances associated with General Education Requirements

*Note: The CT State Gen Ed curriculum is currently aligned with the Gen Ed programs at the four CSUs and COSC. Any changes to the categories, SLOs or guiding principles regarding course vetting will need to consider this alignment. Therefore, the CT State Gen Ed committee must communicate with the CSCU Transfer Council about any proposed changes. In addition, the Framework30 portion of the CSCU Transfer Pathway degrees has been agreed upon by faculty at all six CSCU institutions. If the CT State Gen Ed program is revised, these degrees will have to be renegotiated with the CSUs and COSC.

Composition of the committee

Voting Members (21 members)

- 1 FT Faculty or Staff rep per campus **with general education assessment expertise** (x12)
 - elected locally at each campus
- 1 rep from each of the following Gen Ed Core Areas (x9)
 - elected college-wide from any campus (x9)
 - 1 FT Faculty who teaches or has taught a course that is vetted for Written Communication
 - 1 FT Faculty who teaches or has taught a course that is vetted for Quantitative Reasoning
 - 1 FT Faculty who teaches or has taught a course that is vetted for Arts & Humanities in the following disciplines: ART, ARTH, DGA, ESOL, GRA, HUM, MUS, PHIL, THEA, Language and Culture
 - 1 FT Faculty who teaches or has taught a course that is vetted for Oral Communication
 - 1 FT Faculty who teaches or has taught a course that is vetted for Scientific Knowledge & Understanding and/or Scientific Reasoning
 - 1 FT Faculty who teaches or has taught a course that is vetted for Social & Behavioral Science
 - 1 FT Faculty who teaches or has taught a course that is vetted for Historical Knowledge & Understanding
 - 1 FT Librarian representing Continued Learning and Information Literacy
 - 1 FT Faculty member of the Diversity, Equity, & Inclusion Committee (contingent on DEI being a course requirement in the Common Core)

Non-voting members (10 members)

- 1 Director of Program Review and Assessment
- 1 Enrollment Management / Registrar Staff
- 1 Guided Pathways / Advising Director Staff

- 1 Institutional Research & Effectiveness Staff
- 1 CSCU Director of the Office of Transfer
- 1 2-year faculty lead of the “CSCU Gen Ed Alignment committee**” (which would report to CSCU Transfer Council)
- 1 Chair of the CT State Curriculum Congress
- 1 FT faculty member who teaches a course that is vetted for Creativity (additional Gen Ed in some CSCU Transfer Pathway degrees)
- 1 FT faculty member who teaches a course that is vetted for Global Knowledge (additional Gen Ed in some CSCU Transfer Pathway degrees)
- 1 FT Faculty who teaches or has taught a course that is vetted for Continued Learning, Information Literacy

Note: **The creation of this committee is a recommendation in the DRAFT General Education Transfer Credit Alignment policy, which was produced by the Safe Courses Task Force, convened by the CSCU Provost in Fall 2022.

Bylaws

- 1) Quorum consistent with rules for Curriculum Congress
 - a. 50% plus 1 of voting members must be present
- 2) Approval/recommendation consistent with rules for Curriculum Congress
 - a. 50% plus 1 of voting members must vote yes
- 3) Proposal initiators for courses not recommended/approved will receive a written explanation for reason(s) not approved.
- 4) Post-committee approval process
 - a. Gen Ed Committee will report the results of their votes to Curriculum Congress
 - b. Congress will generally accept the work of Gen Ed Committee as reported, or have a “consent agenda” type approval.
 - c. Congress has the option to not accept any particular decision from Gen Ed, but only in exceptional cases for clearly stated reasons, which will be communicated in writing to the Gen Ed committee.
- 5) Gen Ed Committee will regularly review its Charge, Composition & Bylaws, and it has the authority to revise the document through a 2/3 majority vote of its members, subject to approval of the revisions by a majority vote of the Curriculum Congress.
- 6) Membership
 - a. Length of term membership - 2-year membership, limit of 3 consecutive terms, no limit on non-consecutive terms
 - b. Term of assessment/campus rep, odd years AY 23-25
 - c. Term of Gen Ed/discipline rep, even years 24-26
 - d. Term of Chair is 1 year

The following is supplemental information:

Recommendations of the Drafting Committee

Lines of Communication: Once the General Education Committee is functional, it should consider requesting a non-voting seat at the CSCU Transfer Council and the CT State Assessment Advisory Committee. In addition, the drafting committee suggests that the Gen Ed committee designate a representative to attend Curriculum Congress meetings, to seamlessly communicate Gen Ed decisions as well as answer any questions.

Compensation: a minimum of 3 AR / 1 credit release time for voting members with multiple pieces of feedback recommending full AR release (9 AR / 3 credit release time). Any compensation must be negotiated immediately following the approval of this proposal so that faculty and staff can make an informed decision to nominate themselves.

Consider the following feedback that was deemed to be part of Standard Operating Procedures, rather than the Charge

- Any work involving the changing of Gen Ed Core categories or identifying which discipline areas would be allowed to meet those categories, or revising the Framework30 SLOs shall require a process where, at minimum, faculty from all disciplines that would be affected by the change are contacted with the proposed changes and allowed a period of at least 1 month to generate and submit feedback to the Gen Ed Committee before a vote is conducted."

Background

How did the CT State General Education program come to be?

In 2018 as part of Consolidation, a General Education Work Group was convened to create the General Education program for the future CT State Community College. The initial charge of the Work Group was to create the General Education program for CT State; a subsequent charge was to identify the specific courses that students take as their gen ed courses. The charge of the Work Group can be found [here](#).

In May 2020, the Board of Regents approved a [21-credit General Education curriculum](#). A list of vetted courses was finalized in June 2022 and can be found [here, starting on page 5](#). Upon completion of this work, the Work group was dissolved.

The CT State General Education program is a subset of the general education program for the CSCU Transfer Pathway degrees (the "TAP" degrees). This 30-credit gen ed curriculum was created in the summer of 2012 by a group of CSCU faculty and named the **Framework30**. It was composed of 11 competencies, the Student Learning Outcomes for each competency and rubrics for assessing the SLOs. The Framework30 competencies, SLOs and rubrics were endorsed by a majority of the 17 CSCU institutions in Fall 2012.

The CT State Gen Ed program and the Framework30 have identical categories and Student Learning Outcomes, and the CT State gen ed vetted courses were selected from the list of courses that the 12 community colleges had vetted for the Framework 30.

The Framework30 is articulated to the Gen Ed programs at the 4 CSUs and COCS. In 2014 the system-wide Framework Implementation and Review Committee (FIRC) was established and charged with oversight and assessment of the Framework30. FIRC is composed of 17 faculty members, one from each CSU, one from COCS, and 12 from CT State, one from each campus. The full charge and composition of FIRC can be found on pages 5 – 6 of the [TAP Implementation Plan](#).

For the past 10 years, the Framework Implementation and Review Committee (FIRC) has had the responsibility of:

- maintaining the Framework30,
- overseeing assessment of the Framework30 including
 - creating a schedule of assessment for the SLOs
 - collecting assessment data from the 17 institutions and
 - reviewing assessment data,
- based on the assessment data, spearheading a revision process of the SLOs, and
- designing rubrics for the revised SLOs.

The general education curriculum governance structure at CT State should assume the responsibilities of FIRC, which will dissolve at the end of AY 2023-2024. It is expected that a new CSCU committee will be formed during AY 23-24 that will be charged with overseeing alignment of the Gen Ed programs at the six CSCU institutions.

The charge of the CT State General Education incorporates the charges of both FIRC (sunsetting Spring 2024) and the General Education Work Group (defunct). Additionally, the proposed charge is comprehensive and considers *all* potential work that this committee *might* be called to perform at *any* point in the future.