

**GENERAL EDUCATION
CHARTER AND ACADEMIC PROGRAM REVIEW TEMPLATE**

This academic program review of general education is to include the traditional program, including both upper and lower division requirements/courses. General Education is governed by a charter that includes at a minimum the following information:

MISSION

PROGRAM GOALS

STUDENT LEARNING OBJECTIVES

- A – G and Multicultural

PROGRAM DESCRIPTION/COURSES

- Program Structure (Traditional and Summit)
- Policies
- Course approval criteria and processes
- Course Ordering Requirements
- Pedagogy/Instructional Delivery (e.g., face-to-face, distance learning, hybrid)
- Scheduling (classroom space, day/evening, time modules, term)
- Distribution of courses across disciplines

LEADERSHIP/ORGANIZATION

- Program leadership
- Governance Structure and Responsibilities
- Administrative Accountability
- Process for selection of program leader

FACULTY

- Program faculty (faculty demographics and qualifications)
- Faculty Responsibilities

ADVISING

- Advising structure, responsibility, and effectiveness of processes

FISCAL

- Fiscal support

ASSESSMENT OF STUDENT LEARNING AND PROGRAM EFFECTIVENESS

Review effectiveness of the general education program elements as noted above, reporting specifically focused on student learning.

- Student learning objectives
- Methods used for assessing learning objectives
 - Direct and Indirect
 - External reviewers
- Description of how data were collected, how data were used to make recommendations for improving student learning and the GE program, and what actions for improvement are recommended.

CURRICULUM MAP

- Illustrate GE learning goals by GE Area
- Track the introduction and reinforcement of GE learning goals in lower/upper division
- Assess student achievement and levels of attainment of GE learning goals

OUTCOMES OF ACADEMIC PROGRAM REVIEW

Academic Program Review

- Academic Program Review -- Executive Summary of Findings of Program Effectiveness
- Implementation Plan – List of recommended actions and timeline to UEPC

Program Document

- Description of General Education Program
- GE Requirements, Policies, Procedures
- Student Learning Goals by Area
- Content Requirements by Area
- Assessment of Student Learning Goals
- Faculty Qualifications and Responsibilities
- Organizational Structure; Governance; Program Leadership

Self Study for Reaccreditation

- Information for inclusion in Educational Effectiveness Review Report for Self Study

INSTITUTIONAL RESEARCH DATA

Enrollment Data

- Course Enrollment History
- Course Grade Distribution
- Student/Faculty Ratio

Faculty Data

- Full time equivalent faculty – FTEF (tenured, tenure-track, lecturer, part- time; diversity

Survey Data

- National Survey of Student Engagement (NSSE) 3 years of data
- Graduating Senior Survey
- Alumni Surveys
- IDEA Course Evaluations

Direct Methods

Other

Documents

- Title V, Executive Order 595, General Education Breadth Requirements
- Chronology of General Education Assessment, 1997 – 2006
- Draft Curriculum Map

SAMPLE TIMELINE

2006/07 Plan Academic Program Review

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| Nov 2006 | Begin Planning Academic Program Review |
| Dec 2006 | Consult with UEPC and recommend process for conducting the APR (GE Subcommittee, Task Force, other, Faculty Director?) |
| Jan 2007 | Convene planning meeting; complete template |
| Feb 2007 | Begin development of assessment plan for conducting APR – resource support by the Faculty Coordinator for Assessment of Student Learning |
| Mar 2007 | Identify Institutional Research data requests |
| Apr 2007 | Complete draft assessment plan |
| May 2007 | Submit preliminary status report to UEPC |

2007/08 Conduct Academic Program Review

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| Sept 2007 | Begin Academic Program Review and data collection |
| January 2008 | Complete assessment – data collection and analysis |
| Apr 2008 | Complete Executive Summary of findings and Implementation Plan (list of recommended actions and timeline; Submit to UEPC |

2008/09 Report Results from Academic Program Review

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| Sept 2008 | Review by UEPC and distribute to other campus governance committees and campus community for commentary; |
| Nov 2008 | Develop final APR document |
| Dec 2008 | Submit Academic Program Review Report to UEPC, FCASL, and Self Study Team |
| Jan 2009 | Submit Academic Program Review to Academic Senate |
| Feb 2009 | Begin implementation of actions for improving general education |
| Apr 2009 | Complete Program Document for General Education; Submit to Self Study team (Educational Effectiveness Review document for self study due November 2009) |

2009/10 Describe General Education Outcomes for Self Study; Educational Effectiveness Review

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| Sept 2009 | Confirm information on general education for Self Study, Educational Effectiveness Review – submitted to WASC in November 2009. |
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