

California State University, Stanislaus  
**Leadership and Administrative Support  
for the General Education Program**

The General Education Program at CSU Stanislaus is comprised of the traditional General Education Program, the First-Year Experience Program and the Summit Program. The traditional program has been offered in its current overall design since the early 1970's, although the number of units and specific courses has changed over the decades. Currently, the General Education Program requires students to complete 51 semester units—including nine upper division units—of selected courses within seven broad disciplinary categories. The Summit Program was approved in May 2004, after three years of pilot. The Summit Program provides an alternative upper division general education built around a cluster model

**ORGANIZATIONAL STRUCTURE FOR GENERAL EDUCATION**

The organizational structure described here supports the General Education Program at CSU Stanislaus. The roles and responsibilities of each person and committee are specified and illustrate the support provided by administration and faculty. The key elements are the Office of the Vice Provost, the Faculty Director of General Education, the Office of Institutional Research, the Faculty Coordinator for the Assessment for Student Learning, and the General Education and Assessment of Student Learning Subcommittees of the University Educational Policies Committee.

**Office of the Vice Provost**

The Vice Provost has delegated responsibility from the Provost for overseeing the development and support of undergraduate and graduate curricula, including general education.

1. Serves as liaison for general education with the CSU Chancellor's Office.
2. Works with faculty governance committees to ensure policy development for general education remains consistent with CSU system and Title 5 regulations.
3. Facilitates the efforts of the University Educational Policies Committee for general education policy development and revision.
4. Works with college deans, the Faculty Director of General Education, the University Educational Policies Committee, and the General Education Subcommittee to ensure quality and the delivery of general education in accordance with campus and CSU system policies and procedures.
5. Assists the development and implementation of the assessment program for general education.
6. Works with the General Education Subcommittee to update general education information in university publications, including catalog and course schedule copy and the G.E. website.

**Office of Institutional Research**

The Director of the Office of Institutional Research has responsibility to provide information necessary for the delivery and evaluation of the General Education Program.

1. Provides data and analysis in support of the General Education Program (e.g., data about general education in surveys for seniors, alumni, and employers; student enrollments; faculty demographics; course offerings; course scheduling).

### **College Deans**

The College Deans oversee daily operations of General Education courses.

1. Works with faculty to promote knowledge and understanding of general education learning goals (e.g., incorporation into course syllabi, incorporation into new student orientation and new faculty orientation).
2. Works in collaboration with university offices and programs to ensure that accurate information about the General Education Program is communicated to new and continuing students.
3. Manages the college general education budget.
4. In consultation with the Faculty Director for General Education schedules and tracks course offerings including Stockton, day/evening, on instructional television, across disciplines, across time modules, etc.

### **Faculty Director of General Education**

The Faculty Director of General Education works with the College Deans, General Education Subcommittee and General Education Faculty oversees university-level educational initiatives and programs related to the traditional General Education Program and Summit Program.

#### ***Leadership and Coordination***

The Faculty Director is responsible for leadership and day-to-day coordination and implementation of the General Education program policies and processes.

1. Provides students, faculty, departments, and colleges with information about the General Education program.
2. Acts as a resource for colleges, departments, and faculty interested in developing courses for general education.
3. Coordinates and analyzes general education course offerings and scheduling, including tracking course offerings in Stockton, and makes recommendations to the college deans and appropriate department chairs/program coordinators.
4. Provides support for the articulation of general education courses with community colleges.
5. Promotes wide knowledge and understanding of general education learning goals (e.g., incorporation into course syllabi, incorporation into new student orientation and new faculty orientation).
6. Consults with the General Education Subcommittee to maintain and update the university's General Education website to ensure currency of information.
7. Meets periodically with the Vice Provost to facilitate improvement of the General Education program and to monitor program implementation activities.
8. Works with faculty governance committees and the Vice Provost to ensure policy development for general education remains consistent with CSU System and Title 5 regulations.
9. Facilitates the efforts of the General Education Subcommittee for policy recommendations (development and revision) to the University Educational Policies Committee.
10. Attends General Education Subcommittee meetings and Assessment of Student Learning Subcommittee meetings as an *ex officio* (non-voting) member.

#### ***Assessment of General Education***

In consultation with the University Educational Policies Committee, the General Education Subcommittee, the Assessment of Student Learning Subcommittee, and the Faculty Coordinator for Student Learning, the Faculty Director is responsible for coordinating assessment of the General

Education program and student learning outcomes for general education, as prescribed by the University Educational Policies Committee.

1. Assesses the quality of the General Education program.
2. Facilitates and supports assessment efforts of the General Education Subcommittee, as prescribed by the University Educational Policies Committee.
3. Acts as a resource for the General Education Subcommittee's activities and works collaboratively with the chair in the assessment of the General Education program, as prescribed by the University Educational Policies Committee.
4. Works with the Vice Provost to ensure the design, implementation, analysis, documentation, and funding of general education assessment.

### ***Communication and Reporting***

The Faculty Director is responsible for communicating broadly the goals and accomplishments of the General Education program.

1. Prepares appropriate reports related to general education in concert with the General Education Subcommittee, including those for accreditation.
2. Collaborates with University offices and programs to ensure that accurate information about the General Education program is communicated to new and continuing students.
3. In consultation with the General Education Subcommittee, prepares and updates the general education and graduation requirements information for university publications, including catalog copy and website in accordance with University procedures.

### ***Resources***

The Faculty Director is responsible for:

1. Overseeing allocations in support of general education.
2. Submitting budgetary requests in accordance with the Academic Affairs budgetary process.
3. Advocating for fiscal support for the General Education program and other initiatives of the General Education Subcommittee, as prescribed by the University Educational Policies Committee.

### **Faculty Coordinator for Assessment for Student Learning**

The Faculty Coordinator for the Assessment for Student Learning works with the Faculty Director of General Education and the Assessment of Student Learning Subcommittee in support of the General Education Subcommittee for the assessment of the general education student learning goals.

1. Serves as a resource to the General Education Subcommittee with regard to assessment of student learning outcomes.
2. Ensures the university's general education assessment efforts are consonant with the *Principles of Assessment of Student Learning, 2004*.
3. Honors faculty time and instructional priorities by working with the Faculty Director of General Education and the General Education Subcommittee to incorporate assessment directly into general education curriculum at periodic intervals.

### **General Education Subcommittee of the University Educational Policies Committee**

The General Education Subcommittee is primarily responsible for overseeing the General Education program at CSU Stanislaus. The responsibilities of the General Education Subcommittee, as formulated by the UEPC, are as follows:

1. Establish meeting dates by semester, to be published to the campus community.

2. Submit agendas and meeting minutes to the Recording Secretary of the UEPC. Transmit all agendas and meeting minutes to the campus community via electronic networks.
3. Review, approve or disapprove requests from departments/programs for courses to be included into the General Education Program, and make decisions for continuance or discontinuance of General Education course designations.
4. Implement policies and procedures that are submitted to the General Education Subcommittee from the UEPC; make recommendations to the UEPC for changes in general education policies and procedures.
5. Provide support for the articulation of courses from the community colleges.
6. Oversee preparation of General Education catalog copy.
7. Review each department/program's General Education courses on a seven-year cycle in coordination with the department/program's seven-year academic program review. Solicit input from academic departments regarding General Education course offerings; evaluate courses according to CSU Stanislaus' articulated General Education program goals, objectives, and criteria and provide an assessment to the UEPC.
8. Submit an annual year-end report to the UEPC, to include a summary of the year's events and recommendations for next steps.

**Assessment of Student Learning Subcommittee of the University Educational Policies Committee (UEPC)**

The Assessment of Student Learning Subcommittee provides guidance on the extent and type of academic assessment initiatives. The specific responsibilities of the Assessment of Student Learning Subcommittee, as formulated by the UEPC, are as follows:

1. Develop policies and procedures related to assessment of student learning to be submitted to UEPC for review and approval.
2. Consult with Program Assessment Coordinators, as requested, regarding the mission and scope of assessment plans to promote and improve student learning and the implementation of those plans within the University's academic programs.
3. Advise the Coordinator for Assessment of Student Learning of any identified programmatic or resource needs.
4. Establish meeting dates by semester, to be published to the campus community. Submit agendas and meeting minutes to the Recording Secretary of the UEPC and transmit all agendas and meeting minutes to the campus community via electronic networks.
5. Submit an annual year-end report to the UEPC, to include a summary of the year's events and recommendations for follow up actions.