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**  

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**  

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**  

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**  

Sept 2009  