

## SP 04-45

### GENERAL EDUCATION COURSE REVIEW POLICY

**Purpose:** To formalize procedures and streamline the timelines for General Education Course Certification, Modification, Decertification and Review. Many courses in the CSUCI catalog experience minor changes with new instructors, updated content, and alterations in curriculum. In the interest of maintaining the standards of the General Education Program at CSUCI, this policy establishes a continuing cycle of review for courses that carry a GE designation, and it creates guidelines for the review and removal of GE certification from courses which can be initiated by faculty.

#### A. Course Certification

Courses seeking General Education approval shall submit a General Education Course Form to the General Education Committee by October 15 for inclusion in the following year's catalog.

#### B. Course Modification

General Education courses that have been modified shall submit a General Education Course Form to the General Education Committee by October 15 for inclusion in the following year's catalog.

#### C. Course Decertification

Programs seeking to decertify a general education course in their program area shall submit a General Education Course Form by the third week in the spring semester.

A faculty member may call for review of a General Education Course from inside or outside their program area. The faculty member shall submit a General Education Course Form by the third week in the spring semester, which includes justification for the review and any attempts to resolve this issue with the program responsible for the course.

#### D. Course Review

1. General Education courses will be reviewed on a five year cycle.

2005/2006 B, UDIGE  
2006/2007 C, UDIGE  
2007/2008 D, UDIGE  
2008/2009 E, UDIGE  
2009/2010 A, UDIGE

2. Each course will be reviewed on all approved criteria even if certain criteria fall outside the category under review.
3. Course review will take place in the spring semester. Faculty will be reminded in Senate and via email no later than November 30 which General Education course category will be reviewed the following spring. In the third week of the spring semester the committee will select syllabi from the syllabus database and pull the original course submission to begin the review process.
4. Courses will be reviewed by subcommittees of the General Education Committee.
5. Each course will be recommended to be recertified as General Education or placed on probation. Courses placed on probation will include a justification in the recommendation, and be sent to the faculty member who submitted the course and appropriate program chair by May 1<sup>st</sup>.

6. Courses placed on probation will require a response to challenge or a decertification recommendation will be made by September 15.
7. The General Education Committee will issue any general recommendations for the General Education Category under review to the appropriate chairs at the end of the spring semester.