

General Education Requirement Change Request form/process (approved, Feb, 2009)

The following process guides proposed changes in, additions to, or deletions from OIT General Education requirements. Initiator(s) of proposed changes in OIT General Education requirements may be any OIT department or office. Initiators of general education changes should ideally begin work during spring term of the year preceding a proposed change in the catalog. Also, proposed changes may not “complete” the process in a single academic year.

1. Submit proposed change to General Education Advisory Council (**GEAC**) and Academic Department(s) affected by the proposed change. This must include the department teaching the content or staffing the courses or academic area(s).
2. The Academic Department independently discusses the proposal and sends a summary of opinions (along with original proposed change) to the GEAC indicating support or non-support of the proposal with comments. *The initiator may appeal this to the GEAC.*
3. The **GEAC** reviews proposal along with the comments from the academic department and initiator(s). This first discussion should be completed by **October 15 of each academic year.**
4. **GEAC** concludes its first discussion of proposed change and organizes a timeline to send the proposed change to the campus for review and discussion. The change may also need focus group work or other data-gathering.

OR **GEAC** denies the request for a change in general education and sends an explanation back to the initiator and to the academic department affected.

5. If the proposal is APPROVED FOR FURTHER DISCUSSION, the GEAC chair coordinates the next step—Information sharing and discussion with campus groups. Feedback, commentary, suggestions will be solicited from the following:

Academic Standards (Faculty Senate)
Curriculum Planning Commission
Institutional Academic Council

Campus Forum
Executive Committee of the Assessment Commission
Registrar’s Office

All feedback must be sent or collected within 60 days of the meeting.

6. At the end of the 60-day comment period, feedback from the campus will be provided to GEAC.
7. **GEAC** meets to review, discuss suggestions, and integrate appropriate changes to the proposal.
8. **GEAC** sends revised proposal for second campus review (see #5) for a 30-day comment/review/approval period. [Campus forum is optional during the second review period.]
9. **GEAC** summarizes any additional feedback from second comment period and drafts FINAL FORM of proposed change.
10. **FINAL FORM** of proposed change in general education is reviewed by the GEAC which does one of the following:

Signs and approves and sends it on	OR	Rejects/denies request for change and sends explanation to initiator
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Approved proposal for General Education change signed by **GEAC, DEANS, Chair of ACADEMIC COUNCIL** then to

11. CPC for review. CPC either

Signs and approves and sends it on	OR	Rejects/denies request for change and Sends proposal back to GEAC for further review with comments
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12. To Provost for Signature (if CPC approves)

13. To Registrar for inclusion in Catalog, with changes to all curricula, etc.

10/16/09