

## Appendix

### General Education Council Background Information

The by-laws outlining the Special Academic Programs at PLU states that these programs, as defined, shall be managed by an administrator, appointed by the provost in consultation with faculty. This administrator shall be referred to as the Dean of Special Academic Programs. The Dean of Special Academic Programs serves on the Dean's Council to represent the needs of all Special Academic Programs. The term of service is three years with possibility of re-appointment.

The Dean of Special Academic Programs has oversight of General Education and Interdisciplinary Programs. With respect to General Education, the Dean of Special Academic Programs oversees the General Education program in collaboration with the General Education Council. The Dean provides direction, planning, and support for the on-going development of the General Education program including planning, curricular development and management (provision of courses and seats across all curricula of all programs in the university), faculty development, and assessment and its associated elements, such as the First Year Experience and International Honors Program. The Dean provides leadership, in collaboration with the Director of Assessment, for the design and implementation of an assessment plan for General Education. Specific duties include:

- Convene the General Education Council.
- Oversee and facilitate the submission of course offerings to meet student enrollment needs in the General Education program in collaboration with the registrar, deans, department chairs, and faculty.
- Maintain a comprehensive list of criteria for all courses meeting a General Education requirement, as determined by respective units.
- Work with divisions, schools, departments, and the Director of Assessment on the creation and implementation of frameworks for assessment, including academic quality, learning outcomes, and student experiences related to General Education.
- Work with divisions, schools, and departments to gather appropriate data that will provide insight into General Education program effectiveness and student success as aligned with appropriate standards (e.g., Integrated Learning Objectives).
- Facilitate in the development of faculty guidelines and mechanisms for General Education course and programs.
- Serve on EPC as an advisory member.
- Maintain the currency of the General Education website.
- Work with the Center for Teaching and Learning and other faculty development initiatives to support development of General Education advising, teaching and assessment.
- Submit the program's annual report and other periodic reports related to General Education, as requested.

General Education at PLU is overseen by the provost and the dean of special academic programs and by the General Education Council. The General Education Council is chaired by the provost and the dean of special academic programs and includes five members of the faculty appointed by the provost with the provision that one council member each come from the Humanities, Social Sciences, Natural Sciences, Arts or Movement Studies, and the Professional Schools, for terms of no more than three consecutive years; the Director of the First Year Experience Program; the Director of the International Honors Program; the Registrar; the Dean for Student Academic Success/Director of Academic Advising; the Director of Assessment. Standing members of EPC are not eligible to serve on the Council.

The functions of the General Education Council include:

- Conduct regular programmatic curriculum review and oversight, recommending changes in the program subject to regular policies and procedures established by the university faculty.
  - The council recommends to the Educational Policies Committee any broad curricular changes, stemming from on-going assessment and review, of the General Education Program.
  - The council reviews and comments on proposals referred from the Educational Policies Committee as appropriate to the General Education Curriculum.
- Facilitate general program oversight and management.
  - The council oversees and facilitates, in collaboration with the registrar, deans and department chairs, and faculty, the submission of course offerings to meet student enrollment needs in the General Education program.
  - The council facilitates the development of faculty guidelines and mechanisms for General Education courses and programs.
  - The council reviews and consults on the creation and implementation of any needed policies and procedures as they relate to the General Education program.
- Coordinate the General Education Program with other academic units
- Advocate, promote, and represent the program.
  - The council works as liaison to schools, divisions, and departments as they deliver the General Education program.
  - The council supports greater coherence and visibility for General Education by informing the faculty and university community concerning implementation, assessment, modification and success of the university's General Education Program.
  - Encourage, enhance, and sustain the active involvement of all academic administrative units of the university in General Education.
- Facilitate programmatic assessment and quality assurance.
  - Work with divisions, schools, and departments on the creation and implementation of frameworks for assessment, including academic quality, learning outcomes, and student experiences related to General Education.
  - Work with divisions, schools, and departments to gather appropriate data that will provide insight into program effectiveness and student success as aligned with appropriate standards (e.g., Integrated Learning Objectives).
  - Review and analyze overall program data for ongoing improvement and revision.

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