

**4) Establish structures for coordinating, maintaining, and reviewing the new program, which will include both faculty and administrative oversight:** These structures should be developed with a view toward facilitating continuing innovation, adaptability, potential collaboration, and effectiveness in delivering the approved SLOs. The new committee should engage in the training and education—such as participation in relevant conferences—that will enable them to develop a system of regular monitoring and adjustment of the program. This monitoring should include rubrics for learning assurance, such as the VALUE rubrics provided by the AAC&U. Our intention is that the committee will make continual incremental improvements and adjustments to the program, obviating the need for major overhauls in the future.

The new General Education Program at UNI will be overseen by the newly-appointed faculty member as Director of General Education (through an internal search), with administrative support provided by the Associate Director of the Office of Undergraduate Studies. The two will share leadership responsibilities in three areas: (1) curriculum, (2) assessment, (3) faculty development for general education best practices. Additionally, a new general education committee will be established.

Role of the Faculty Director of General Education (5-year term - given a 1/1 course reduction (& sometimes more reductions for service intensive years) + administrative stipend + 1 month of summer):

1. Curriculum

- Chair General Education Committee
- Promote and ensure standards of excellence within general education curriculum planning, development, implementation and assessment
- Develop awareness of general education program, promote the value, and recruit faculty for teaching
- Represent General Education on University Curriculum Committee
- Represent General Education on Assessment Council

2. Assessment

- Chair General Education Committee
- Facilitate annual committee assessment of selected SLO's
- Complete annual assessment report
- Promote the University's General Education program through scholarship

3. Faculty Development

- Review and promote national best practices in general education
- Coordinate on- and off-campus professional development opportunities, in consultation with CETL

- Organize annual faculty development and opportunities and request funding as appropriate

Role of administrative support from the Associate Director of the Office of Undergraduate Studies:

1. Curriculum

- Manage the process of the curriculum (adding, changing, dropping, with Leapfrog)
- Establish and maintain articulation agreements with Iowa institutions of higher education
- Manage the current LAC out

2. Assessment

- Collect artifacts for annual committee assessment of selected SLO's
- Promote the University's General Education program through scholarship
- Compile and complete multi-year report (similar to the APR conducted by academic programs)
- Manage the website and maintain organization or assessment materials to meet HLC accreditation requirements

3. Faculty Development

- Review and promote national best practices in general education
- Coordinate on- and off-campus professional development opportunities
- Assist with annual faculty development and opportunities and request funding as appropriate

Role of General Education Committee:

1. Curriculum

- Manage general education curriculum (i.e. adding, dropping, changing)
- Review alignment of current courses to categories and SLO's

2. Assessment

- Conduct an annual assessment of appropriate SLO's and artifacts (similar to current "Assesstivus" conducted by the Assessment Committee for Academic Programs)
- Review SLO's for potential revision
- Review and refine artifact rubrics as appropriate
- Provide consultations for General Education in the curricular process for new courses and programs

3. Faculty Development:

- Recommend professional development opportunities for campus-based on data collected during assessment retreats

- In coordination with CETL, assist in on- and off-campus professional development opportunities

### Makeup of the General Education Committee

- Committee (chaired by Director of Gen Ed)
- Oversee curriculum, assessment, faculty development for gen ed best practices
  - Oversee new courses being added and adherence to current SLO's
  - Conduct assessment reviews
  - Make recommendations to the Director for campus needs for faculty development
- Voting members
  - Director, General Education
  - CHAS (2)
  - CSBS (2)
  - COE (1)
  - CBA (1)
  - NISG (upper cabinet - 1)
  - Associate Director, UoS
- Non-Voting members
  - Office of Academic Advising
  - Office of the Registrar
  - Office of Institutional Research & Effectiveness
  - Ad hoc consultants as needed (i.e. CETL & Library)
- Initially use rubrics developed by the GERC II subcommittee to serve as rubrics for artifact assessment.

### Suggested Assessment plan (drafted during 2019 summer AACU Institute on General Education and Assessment and reviewed during GERC II Logistics/Process subcommittee)

- Each year, 2-4 outcomes will be assessed. This will put us on a four-year rotation for evaluation of each outcome. Artifacts would be submitted at the conclusion of each semester.
  - Year 1: Assess the outcomes from Rotation A, B, C or D
    - Rotation A: Outcomes 1, 2, 4
    - Rotation B: new 8, 9, 10
    - Rotation C: new 11, 12
    - Rotation D: new 3, 5, 6, 7
  - Year 2: Discuss the results and plan for changes (i.e. artifact, rubric, etc.)
  - Year 3: Implement changes and mini-assessment on changes

- Year 4: Make minor modifications
- Year 5: Program review (similar to APR)