

The Faculty General Education Advisory Council Description, Expectations and Responsibilities

Membership

The Faculty General Education Advisory Council (FGEAC) is initially composed of twenty-two faculty members, all elected representatives of the various academic departments. Membership, especially in subcommittees, will grow as needed.

Term of Duty

The university is committed to timely action and has established a detailed timeline for completion of tasks. The Council is expected to adhere to this timeline, which is appended. The first meeting of the Council will take place December 12, 2007, at 2:00 p.m. Service on the committee is expected through the Spring 2010 semester, including such activities as:

- Attendance at an early January 2008 symposium,
- Reading and research recommended to prepare for service,
- Regular attendance at meetings, and
- Additional activities as described below and added as needed

Any elected member who doubts his or her ability to fulfill these requirements should notify the General Education Steering Committee.

Organization and Logistics

The chair of the Faculty General Education Advisory Council will be appointed by the General Education Steering Committee (GESC) from the elected departmental representatives, and will also become a member of the GESC. The FGEAC will organize itself by electing a vice-chair, who will preside in the absence of the chair, and a secretary, who will record minutes of all meetings of the Council. The Council may form subcommittees as appropriate, each with a chair and recording secretary. All Council and subcommittee minutes will be submitted to the Steering Committee for posting on the General Education Reform website.

It is likely that this group will expand to include individuals that can provide particular expertise, especially as subcommittees become organized to address defined objectives and milestones. All recommendations by the Council must be based upon thorough and meaningful analysis of available data, as well as robust debate. Recommendations by the Council will be reported to the Steering Committee, with courtesy copies to Faculty Senate and academic departments, using a defined “reporting template” that documents the basis for decisions and ensures transparency of the process. Such reports will be posted to the General Education Reform website.

Responsibilities

Although the complete set of tasks undertaken by the FGEAC can not be accurately predicted, the following responsibilities have been determined and will be undertaken within the established timeline:

- ✓ Recommending to the GESC any additional members to serve on the FGEAC
- ✓ Assessing and synthesizing of Developing Learner Outcomes survey results, grouped and ranked for discussion by:
 - Stakeholder focus groups (students, alumni, employers, Board of Regents, etc.)

- Open campus forums (faculty and staff)
- ✓ Identifying additional questions that need to be asked and requesting institutional data as appropriate for analysis and synthesis.
- ✓ Identifying other groups and stakeholders to solicit input and/or participation on the Council, e.g., Librarians, IRAPP, International Education, Honors Program, etc.
- ✓ Evaluating best practices in general education and assessment of learner outcomes
- ✓ Recommending policy and procedures to the General Education Steering Committee
- ✓ Organizing and providing oversight in developing the redesigned General Education program.
- ✓ Organizing and providing oversight in developing and defining criteria for general education course proposals.
- ✓ Organizing and providing oversight in developing a committee structure for the review and approval of new general education courses.

Redesigning General Education Timeline		
Goal	Completed	Targeted Completion
Formation of MSU Team to participate in AAC&U Institute on General Education.	February, 2007	
AAC&U Conference, Rhode Island	May, 2007	
AAC&U Conference report and General Education discussion with Provost Hughes. MSU Team becomes General Education Task Force	July, 2007	
President Andrews comments on the upcoming Re-design of General Education during Fall Convocation	August, 2007	
General Education Task Force writes and distributes "Pathway to Success for the 21 st Century: Redesigning General Education", including presentation to Faculty Senate.	October, 2007	
General Education Reform website launched, including the Developing Learner Outcomes Survey	October, 2007	
Special Convocation: <ul style="list-style-type: none"> • Business Plan • General Education Reform • Academic Audit 	31 October 2007	
Faculty Senate directs the formation of a Faculty General Education Advisory Council (FGEAC)	8 November 2007	31 October 2007
Gen Ed Task Force becomes the General Education Steering Committee (GESC)	8 November 2008	
GESC completes FGEAC Responsibilities and Duties document.		16 November 2007
The GESC begins initial analysis of Developing Learner Outcomes survey. Report of that analysis to be completed by 7 January 2008.		7 December 2007
First meeting of the Faculty General Education Advisory Council and GESC.		12 December 2007
GESC conducts a workshop for the FGEAC. FGEAC self organizes and develops plan for meeting gen ed reform milestones.		8 January 2008
FGEAC must submit workshop report to GESC.		15 January 2008
FGEAC conducts Focus Groups and Open Forums to discuss gen ed issues.		15 January 2008 – 15 February 2008
FGEAC: <ul style="list-style-type: none"> • Reviews Developing Learner Outcome survey and focus group data. • Development of Gen Ed Learner Outcomes and Framework. 		1 February – 14 March 2008

FGEAC submits proposed Gen Ed Framework to GESC. The framework must include defined learner outcomes and assessment strategies.		14 March 2008
FGEAC provides: <ul style="list-style-type: none"> • Campus feedback period for new Gen Ed Learner Outcomes and Framework • Additional modification and finalizing of new Gen Ed Program. 		24 March – 18 April 2008
FGEAC must submit revised Gen Ed Framework to GESC.		25 April 2008
Faculty vote to approve new General Education Program. (Faculty Senate supervises the vote.)		1 May 2008
President’s Cabinet votes to approve new General Education program.		15 May 2008
In an ongoing process, MSU informs the CPE on progress toward gen ed reform milestones.		
FGEAC: <ul style="list-style-type: none"> • proposes guidelines for new Gen Ed courses and assessment best practices • considers a Gen Ed committee structure for reviewing and approving courses. 		15 May – 30 September 2008
FGEAC must submit proposed guidelines for new Gen Ed courses to GESC.		1 October 2008
Professional Development opportunities for faculty to develop and teach gen ed courses become available. (Sponsored by the Center for Teaching & Learning.)		Fall 2008
FGEAC must submit a proposed Gen Ed committee course review and approval structure to GESC.		15 October 2008
Faculty Senate votes to establish Gen Ed Committee(s) to review and approve new Gen Ed courses.		1 November 2008
Opening window for submission of proposals for Gen Ed “core” and “theme” courses.		1 November 2008
Deadline for submission of General Education “core” courses.		15 February 2009
Approval of General Education “core” courses.		15 May 2009
Development, submission, review, and approval of new General Education “theme” courses.		Fall 2008 – Spring 2010
Registrar begins building new Gen Ed courses into the AY 2010/2011 class schedules.		Fall 2009
Full Implementation of re-designed General Education Program.		Fall 2010