

As the campus implements the new “Purpose and Requirements” for General Education credit and transitions to the new procedures for awarding general education credit, the application process is also being simplified.

- All applications for General Education designations (both new and 5-year reviews) will need to go through the College Curricular Contacts before being reviewed by the General Education Advisory Council (GEAC).
 - Agricultural Sciences and Natural Resources – Megan Janus
 - Arts and Sciences – Jeannie Brandon/Amy Martindale
 - Education, Health and Aviation – Kathy Boyer/Brandi Davis
 - Engineering, Architecture and Technology – Joel Versypt
 - Human Sciences – Elizabeth Whitfield
 - Spears School of Business – Angie Jungermann
- Faculty will only need to submit the **GE cover sheet** (attachment #1) and **course syllabus** to their College Curricular Contacts. The College Curricular Contacts will then forward the course information to Diane Jones in Academic Affairs to prepare for GEAC review.
- The syllabus must clearly show how the course aligns (via course objectives, assignments, and readings) with the General Education designation purpose (attachment #2). It may also be helpful to refer the attached checklist (attachment #3) to ensure that the syllabus includes all the relevant information for review.
- No other documentation is required
- Paperwork should be submitted to Academic Affairs at least 3 weeks prior to the meeting review date:

2019 - 2020 General Education Advisory Council Meetings:

DEADLINE TO SUBMIT	GEAC Meeting DATE	TIME	LOCATION
9/6/19	9/27/19	2:00-3:30 pm	040 SU
9/26/19	10/17/19	3:30-5:00 pm	040 SU
11/1/19	11/22/19	2:00-3:30 pm	040 SU
1/23/20	2/13/20	1:30-3:00 pm	040 SU
2/20/20	3/12/20	2:00-3:30 pm	040 SU
3/19/20	4/9/20	1:00-2:30 pm	040 SU
4/9/20	4/30/20	2:30-4:00 pm	040 SU

- Given the updated process for evaluating course applications, the old “General Education Database” is no longer in compliance. Those course applications that were pending or tabled in the database as of May 2019 will be required to adhere to the updated Purpose and Requirements for General Education. If faculty would like to submit an updated syllabus, they should follow the new submission process outlined above. Otherwise, the pending or tabled course applications will be pulled from the database manually and reviewed as is.
- In the future, General Education designation application will be integrated into CourseLeaf (the online curriculum process). Once the application process has been integrated into CourseLeaf, a notification will be sent to communicate that application for general education credit will transition to CourseLeaf. The above process will be followed for all Fall 2019 General Education Advisory Council (GEAC) meetings.
 - Agricultural Sciences and Natural Resources – Joe Schatzer
 - Arts and Sciences – Kristen Baum, Cristina Gonzalez, and Tammy Mix
 - Education, Health and Aviation and Human Sciences – Denni Blum
 - Engineering, Architecture and Technology – Carol Jones
 - Spears School of Business – Evan Davis