

# General Education Committee Recommendation Procedures Course Approval Process

The General Education Committee will make recommendations in the following areas:

It will recommend courses to be forwarded to Albany for approval to meet SUNY General Education requirements.

It will recommend courses for approval to meet BCC General Education requirements.

It will recommend changes in the BCC (local) General Education requirements.

Procedure for submission of courses seeking SUNY approval.

For new courses: Faculty proposing new courses for SUNY General Education approval should submit an email version of the Curriculum Committee New Course Proposal to the secretary of the General Education Committee.

For existing courses: Faculty seeking to have an existing course submitted for SUNY approval should submit by email the course description and intended learning outcomes, with the revisions to meet SUNY requirements clearly indicated, to the secretary of the General Education Committee.

Procedure for submission of courses seeking BCC approval.

**[Note:** The General Education Committee will prepare guidelines for courses to meet BCC General Education requirements.]

For new courses: Follow the procedure above under no. 2.

For existing courses: Follow the procedure above under no. 2, but instead of indicating how the course will meet SUNY requirements, indicate how the course will meet BCC requirements.

Procedure for recommending changes to the BCC General Education requirements.

Any faculty member, including voting members of the Committee, may submit to the Committee secretary, in writing, proposed changes to the BCC General education

requirements. The proposal should clearly indicate which BCC requirement is under discussion and the nature of and reasons for the proposed changes. The Committee may ask the proposer to attend a Committee meeting to discuss the proposal.

Voting procedures for recommendations.

For course proposals, a simple majority vote of the Committee members is required for approval. Members may submit their votes by email to the Committee secretary. The vote will be taken during the next Committee meeting following the initial discussion of the course, unless the Committee votes to request additional information on the proposal.

For proposed changes to the BCC General Education requirements, a two-thirds majority vote is required for approval. Members may submit their votes by email to the Committee secretary. The vote will be taken during the second committee meeting following the initial discussion, unless the Committee votes to request additional information on the proposal.

Procedure for making recommendations.

The Committee secretary will record the results of the vote, and the proposer. The secretary will also inform the Vice President for Academic Affairs of the Committee's recommendation. The VPAA will in turn inform the Committee of her/his decision within two weeks after receiving the Committee's recommendation, and the Committee secretary will inform the proposer of the VPAA's decision.

Procedure for informing other campus groups of Committee recommendations.

Once the VPAA's decision has been forwarded to the Committee, the secretary will record this information in the Committee's public folder, and will inform the Council on Academic Issues. The secretary will also inform such other campus groups as the Committee deems appropriate in each case.

**Approved by committee vote, May 2012.**