Faculty Senate Minutes
December 12, 2023

The regular business meeting of the Faculty Senate was held on Tuesday, December 12, 2023 at 3:30 pm in Holloway Hall 119. The Senate President was in the chair and the Secretary was present. The minutes of the last meeting were approved.

President Lyn Lepre made announcements.
Provost Laurie Couch made announcements.
The Senate President made announcements.

The minutes of the November 28 meeting were approved as written.

After debate and amendment, the MOTION to change Faculty Senate bylaws and GEOC standing rules proposed by Senator Tuske PASSED. The associated documents are appended to these minutes.

> Resolved, that the Faculty Senate approve the attached Faculty Senate Bylaw change of Article VII, Section 16 and change to the GEOC standing rules (incl. substitution of "GEOC subcommittee" or "subcommittee" with "Faculty reviewers" in each appendix). The change to the GEOC standing rules shall be made only if the change to the Faculty Senate bylaws are approved by the whole faculty in the associated referendum. The Membership and Elections Committee is directed to include this referendum during the regular spring elections.
>
> This change will start with the beginning of the Fall 2024 semester.

The MOTION on the Curriculum Approval Guide was still pending at the end of the meeting. This MOTION becomes old business for the next meeting.

Meeting was adjourned at 5:00 pm

David Keifer, Secretary
Written 12/14/2023

Approved February 14, 2024.

Faculty Senate Bylaws

Article VII

Section 16. General Education Oversight Committee
The purposes of the committee shall be to:

A. Create, regularly review, and update guidelines and processes to be used for approving General Education courses;
B. Approve the alignment of undergraduate courses with specific General Education requirements;
C. Coordinate with all academic units to ensure appropriate distribution and offerings of General Education courses;
D. Evaluate, in coordination with the University Academic Assessment Committee, the General Education program's effectiveness. Results shall be reported to the Senate annually;
E. Recommend modifications to the General Education program and its Student Learning Outcomes to the Senate. Recommendations must consider input from Faculty and the Office of Academic Affairs, and report on impact studies; and
~~F. Recommend modifications to its own Advisory Subcommittees to the Senate.~~ Solicit reviewers from among the Faculty for General Education courses and assign courses to them for review. The review process is described in Section 6 of the General Education Oversight Committee's standing rules.

The committee shall have seven voting members: one Faculty member elected by and from each Unit and one Faculty member elected at-large. Ex officio members: the Provost; the Registrar; and the ~~Director of University Analysis, Reporting, and Assessment~~ Associate Vice President for Planning & Assessment.

~~The committee shall be supported by Advisory Subcommittees associated with specific General Education requirements. The number, structure, and composition of these subcommittees shall be explicitly described in the General Education Oversight Committee's standing rules.~~

~~The purposes of these subcommittees shall be to:~~

~~A. Recommend guidelines for the alignment of courses with their assigned General Education requirements to the General Education Oversight Committee;~~
~~B. Recommend the approval of specific courses for those requirements to the General Education Oversight Committee and, where courses are not recommended for approval, provide faculty with actionable advice for how they might be brought into alignment; and~~
~~C. Provide support for evaluation and faculty development associated with those requirements as needed.~~

Section 4. Structure of the GEOC ~~and Subcommittees~~ ~~*(approved 4/26/22)*~~ MEMBERSHIP~~5~~

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- Approve the alignment of undergraduate courses with specific General Education requirements;
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- Evaluate, in coordination with the University Academic Assessment Committee, the General Education program's effectiveness. Results shall be reported to the Senate annually;
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- ~~Recommend modifications to its own Advisory Subcommittees to the Senate.~~ Solicit reviewers from among the Faculty for General Education courses and assign courses to them for review. The review process is described in Section 6 of the General Education Oversight Committee's standing rules.

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~~C. Provide support for evaluation and faculty development associated with those requirements as needed.~~

~~Appeals to GEOC decisions from GEOC Advisory Subcommittees will be delivered to the Designated Senator, who shall present the request to the Faculty Senate at the earliest possible Faculty Senate meeting.~~

Section 6. GEOC Editorial Review Process ~~Advisory Subcommittees~~~~6~~ ~~*(approved 4/26/22)*~~

The GEOC will assign each submitted General Education course to two Faculty reviewers who will evaluate the course proposals based on the rubrics and criteria contained in the GEOC Standing Rules. The reviewers will submit their written evaluation to the GEOC. In accordance with the Faculty Senate bylaws, the GEOC has the final decision on the approval of courses for the General Education curriculum.

The Faculty reviewers shall be from two different departments which are not the same as the department of the course proposer. Faculty reviewers shall be selected by the GEOC from a pool of interested faculty who are identified as described below. In case the two reviewers cannot agree, the GEOC shall send the course to a third Faculty reviewer who acts as a "tiebreaker." The third reviewer may be from the same department as one of the other reviewers but not from the same department as the course proposer.

The GEOC shall compile a pool of potential Faculty reviewers. As a starting point, the current GEOC advisory subcommittees will be asked to recommend Faculty reviewers to this pool by the end of the Spring 2024 semester. After that time, Faculty will be able to self-nominate to serve as reviewers for a particular General Education category by submitting an interest statement to the GEOC.

~~The GEOC Advisory Subcommittees shall be filled by eligible Faculty for three-year terms through elections run by the Membership and Elections Committee, following the same process as for other Senate committees. In addition, the Membership and Elections Committee will require candidates for these positions to submit a statement of no more than 150 words explaining their qualifications and professional engagement with the relevant subject matter and SLOs; these statements must be submitted to the Membership and Elections Committee as instructed during the nomination process by the nomination deadline. A separate statement must be submitted for each subcommittee the candidate is running for. Any Faculty member who fails to submit their statement by the deadline will have their nomination invalidated. Membership and Elections Committee will make the statements of eligible nominees available to the Faculty at the time of the election.~~

~~A Faculty member may serve concurrently as a voting member of up to two Advisory Subcommittees of the General Education Oversight Committee. However, this number decreases by one for each voting position the Faculty member has on the Senate and on Senate Standing Committees. Participation on Senate Special Purpose Committees does not affect this limit. Voting members of the General Education Oversight Committee may not serve on an Advisory Subcommittee. No more than one Faculty member from any one academic discipline may serve at the same time on a given Advisory Subcommittee, and no Faculty member may serve on a given Advisory Subcommittee for more than six out of any seven consecutive academic years.~~

~~If a member of an Advisory Subcommittee becomes ineligible through election to the Senate and/or to a Senate Standing Committee in excess of the limit stated above, or through election to the General Education Oversight Committee, they shall vacate one or both of their position(s) on the Advisory Subcommittee(s) as required to come into compliance with the eligibility criteria. In the event of a choice of which Advisory Subcommittee position to vacate, the Faculty member shall decide which position to vacate and communicate their decision to the GEOC within two weeks of the end of the election that necessitated vacating the position. If a Faculty member does not communicate their choice by this deadline, then the GEOC shall decide which Advisory Subcommittee position is vacated.~~

~~The Advisory Subcommittees shall be the following:~~

- ~~Civic and Community Engagement~~

- ~~Diversity and Inclusion~~
- ~~Environmental Sustainability~~
- ~~Human Expression, Humanity in Context, and Communicating Through Writing~~
- ~~Hands-on Science, Solutions Through Science, and Quantitative Analysis~~
- ~~Social Configurations and Social Issues~~
- ~~First Year Seminar and Experiential Learning~~
- ~~Personal Wellness~~

~~The membership of these advisory subcommittees shall be as follows:~~
~~Subcommittees will consist of five Faculty members, all elected at large by the Faculty. No more than three members may be from the same Unit. Subcommittees may request that the GEOC modify their membership to a number between three and seven; the GEOC will approve this request if it considers the subcommittee's workload warrants this change.~~
~~If any of these seats go unfilled by the end of a given semester's election process, it is the responsibility of the GEOC to ask the Membership and Elections Committee to send out a call for volunteer(s) to temporarily fill the position for a semester and appoint a replacement. The Membership and Elections Committee will continue to call for nominations for the vacant position at each normal election time (fall and spring) until a candidate is found. In such an event, the term of office will be reduced by the amount of time that the position was vacant to keep the rotation of membership off the committee constant.~~
~~The GEOC may alter its subcommittee structure and membership with the consent of the Faculty Senate.~~

Section 7. GEOC Curriculum Approval Guide ~~*(approved 4/26/22,*~~ *minimum rubrics approved 5/17/22)*

The vetting process for potential General Education courses will take place using Curriculog, SU's online curriculum management tool. That includes:

- current courses that were not previously a part of General Education,
- current General Education courses that are seeking a new General Education criteria designation, and
- new courses to the University's curriculum.

Course proposals will be routed through the Undergraduate Curriculum Committee (UCC) only if they are new or substantially modified courses. All courses will be vetted by ~~the appropriate GEOC Advisory Subcommittees~~ at least two Faculty reviewers and will then be sent to the GEOC for approval. In addition to demonstrating how the course will meet all required SLOs (for the General Education requirement category), the ~~appropriate GEOC Advisory Subcommittee~~ Faculty reviewers will determine what is required for a course to be approved. The requirements will vary among General Education categories. Details of evaluation criteria and rubrics for each General Education requirement are found in the Appendices to these Standing Rules.

CURRICULOG

Curriculog serves as the University's main tool in guiding curriculum through the approval process. Faculty/Staff may access Curriculog by using the following link: https://salisbury.curriculog.com and signing on by using their Duo-Protected SU username and password.

GENERAL EDUCATION CURRICULUM REVIEW PROCESS

1. Originator launches proposal in Curriculog
2. Department Curriculum Committee, if applicable (1-2 weeks)
3. Academic Chair (1 week)

4. School/College Committee (1-4 weeks)
5. Dean (1 week)
6. SCED/P12 and/or TEC, if applicable (for new courses and substantive changes to existing courses)(1-4 weeks for each)
7. Undergraduate Curriculum Committee, if applicable (for new courses and substantive changes toexisting courses) (1-4 weeks)
8. ~~GEOC Subcommittee~~ Faculty reviewers based on General Education category (1-4 weeks) **
9. GEOC (1-4 weeks) ***
10. Provost Office (1-2 weeks)
11. Provost (1-2 weeks)
12. University Editor (1 week)
13. Registrar's Office (2 weeks – 2 months*)
14. Appears in Academic Catalog (September 15 for spring changes; February 15 for fall changes)

*Time varies depending on date of offerings and complexity of change.
** For courses requesting multiple General Education categories, the faculty course originator will create multiple Course Proposals in Curriculog, one for each General Education category. A course may only have multiple General Education category tags if one tag is for an SU Signature Outcome (Civic and Community Engagement, Diversity and Inclusion, or Environmental Sustainability). These multiple Course Proposals will all be considered through Steps 2-7 as one course. Once the course moves to Step 8, each Course Proposal for the specific General Education category will be routed to ~~the appropriate GEOC Advisory Subcommittee~~ two Faculty reviewers from whence it will move on to Step 9 as each ~~Subcommittee~~ Faculty reviewer completes ~~its~~ their review and recommends the Course Proposal for approval. If the two Faculty reviewers do not agree in their assessment, the course will be sent to a third Faculty reviewer. This process allows a course to be simultaneously considered for multiple General Education categories, as appropriate, and streamlines the timeline for approval. It also enables a course to be approved for inclusion in the Academic Catalog regardless of whether it is approved for all proposed General Education categories.
*** Process and timeline for rebuttals of GEOC or ~~GEOC Advisory Subcommittee~~ Faculty reviewer negative decision: Each ~~GEOC Advisory Subcommittee~~ Faculty reviewer will provide actionable feedback to proposing faculty for any course proposal that

they reject. Proposing faculty can then reapply for a given General Education designation after addressing the requested modifications. There are no limits to the number of times a course may be re-proposed for a given General Education category. In the event that a proposing faculty member believes that they are at an impasse with ~~a given GEOC Advisory Subcommittee~~ their Faculty reviewers after a third Faculty reviewer has been appointed, they may petition the GEOC for a review of their proposal. To make an appeal, proposing faculty should write a detailed response to the ~~GEOC Advisory Subcommittee~~ Faculty reviewer feedback and explain why they cannot or will not make the requested modifications.

Please note that the evaluation criteria and rubrics have been approved by the GEOC and the Faculty Senate. Any appeal must state whether, in the applicant's view:

- criteria are being applied improperly or
- criteria are unfair, inappropriate, or otherwise should be revised.

Any such assertion should be well-supported within the appeal document and must be accompanied with the specific remedies requested.

A copy of the appeal must be sent to the relevant ~~GEOC Advisory Subcommittee~~ Faculty reviewers, who will be given the opportunity to write their own response to the appeal, for the use of the GEOC in their review.

The GEOC will consider this appeal within four weeks and report its decision and rationale to the applicant within one additional week. If these timelines cannot be met by the GEOC, a notification with the reason and an expected timeline will be made to the applicant. The GEOC is the final recourse for appeal, barring direct intervention by the Faculty Senate.