

Senate Bill 2006-2007-6

A BILL TO UPDATE AND CONSOLIDATE POLICIES RELATED TO  
THE LIBERAL ARTS CORE CURRICULUM

**Purpose:**

To consolidate existing policies regarding the University's Liberal Arts Core Curriculum;

To update existing policies to reflect the language and structure of the new Liberal Arts Core Curriculum;

To revise current policies to reflect the purposes and outcomes of the Liberal Arts Core Curriculum;

To establish policies to govern the transition between the General Education Program and the Liberal Arts Core Curriculum; and

To establish the philosophy that the liberal arts core curriculum will be renewed through assessment processes.

**Rationale:**

Policies related to the General Education Requirements (GER) have been institutionalized through Senate and administrative policies and occasionally through tradition. This bill attempts to address major policies that govern how the new Liberal Arts Core Curriculum will be implemented. It proposes policies regarding:

- how changes in the Liberal Arts Core Curriculum may be effected;
- transitional policies regarding approval of GER and LAC courses;
- the processes used by the Liberal Arts Program Committee (LAPC) for course approvals, modifications, and deletions;
- how major programs intersect with the core curriculum; and
- student waivers and substitutions.

The general rationale for each area is stated here. The approach used to propose this bill was essentially to maintain and clarify current policy whenever possible.

**General Policies**

The major policy change in this area is to insure that curriculum changes within the Liberal Arts Core Curriculum are approved by both the Liberal Arts Program Committee and the University Curriculum Committee.

**Transition Policies:**

Modifications or deletions to the General Education Program must be approved by the LAPC and the Curriculum Committee (CC). Changes to the GER will be permitted to reflect ECSU's mission, current student needs, and departmental resources.

**Committee Procedures:**

The policies articulate existing practice and allow the First Year Program Committee to approve specific sections of the Liberal Arts Colloquium (LAP 130).

**Liberal Arts Program Renewal and Review**

This policy establishes the principle that the Liberal Arts Core Curriculum will be assessed and revised. Courses will meet current standards for the curriculum. An assessment plan will be devised in consultation with the faculty and submitted to the Senate.

**General Policies Regarding the Liberal Arts Core Curriculum and Majors**

Essentially these policies continue and refine current practices regarding how majors intersect with the LAC. Up to seven credits of the LAC may be substituted by specific major courses.

**Liberal Arts Program Policies Related to Students**

The current proposed policy is that there will be no general waivers or substitutions for any liberal arts core requirement. However, the LAPC is developing an implementation plan which may require adjustments to this policy. The LAPC seeks to assure students' successful achievement of liberal arts outcomes while recognizing the special needs of transfer students.

## A BILL TO UPDATE AND CONSOLIDATE POLICIES RELATED TO THE LIBERAL ARTS CORE CURRICULUM

### **General Policies**

Major changes in the Liberal Arts Core Curriculum (LAC) must be approved by the Liberal Arts Program Committee (LAPC), Curriculum Committee (CC) and the University Senate.

Courses included in the LAC must be approved by the LAPC and the CC.

Faculty are encouraged to contact members of the LAPC committee to discuss new course ideas, specific proposals, or requests.

### **Transition from General Education Requirements (GER) to Liberal Arts Core Curriculum (LAC)**

#### **New Course Submissions**

No new courses will be approved solely for the GER after January 1, 2006.

New course submissions for the LAC may request that the course be approved as also fulfilling a specific requirement in the GER.

#### **Modification or Deletion of an Existing GER Course**

A request to have a course modified or deleted from the approved list of GER courses should be submitted to the CC and LAPC Committee via the appropriate department chair.

The request should include a description of the modification or the rationale for the revision.

#### **Modification or Deletion of an Existing GER Category or Requirement**

In the interest of easing the transition to new requirements and/or reflecting changes in the faculty consensus regarding core curriculum some GER categories or specific requirements may be waived or substantially altered.

A department or departments that host all of the courses in a particular GER category or requirement may request that the requirement be waived for certain students or beginning on a set date, or be satisfied through alternate means.

The request should be made to the LAPC and the CC and include a description of the modification or the rationale for the revision.

### **General Committee Procedures**

#### **Approval of New Courses**

New courses submitted for the Liberal Arts Curriculum will be submitted to LAPC and the University Curriculum Committee (CC). (For approval of specific sections of the Liberal Arts Colloquium see below.)

New course proposals must first be approved by the appropriate dean(s) then submitted to the LAPC. Following LAPC approval the course will be submitted to the CC. When the course is approved by both committees it will be reported to University Senate by the CC.

Courses may be approved for the LAC for a temporary period of up to one academic year. CC will be notified of this decision.

New course proposals are acted upon in the order in which they are received.

### Approval of Sections of the Liberal Arts Colloquium

Proposals to offer sections of the Liberal Arts Colloquium (LAQ) must be made to the First Year Program Committee (FYPC) for its review and approval.

LAQs are approved to be offered for a maximum of three academic years. Courses must be resubmitted to the FYPC for review to assure that they meet current standards.

### **Inclusion of an Existing Course**

Proposals for the inclusion of an existing course into the LAC should be submitted to the Liberal Arts Program Committee and the Curriculum Committee, using the CC course modification forms and LAPC course information narrative or forms.

Courses must meet all of the standards for the LAC Tier and category requirements.

Upon LAPC approval, the LAPC will forward the request to the CC.

### **Administrative Modification of an Existing LAC Course**

The LAP Committee should be notified of substantial modifications in courses included in the LAC.

The notification should include a description of the modifications and the rationale for the revision.

Approved modifications will be submitted to the CC for its approval.

### **Deletion of LAC Course**

A request to have a course deleted from the approved list of LAC courses should be submitted to the LAPC and the CC via the appropriate department chair.

The request should include the rationale for the proposed deletion, and address the potential impact of the proposed deletion on the University's efforts to adequately support the LAC.

The LAPC will notify the CC of its recommendation.  
The CC will then act and report to Senate.

## **Liberal Arts Program Renewal and Review**

### **Course Assessment and Review**

All courses, categories, and tiers within the LAC and the entire program will be reviewed and assessed in a regular assessment cycle. All courses must meet the updated current standards for the LAC and will be resubmitted for approval during the assessment cycle.

## **General Policies Regarding The Liberal Arts Core Curriculum and Majors**

### **Courses Fulfilling Major and LAC Requirements**

Departments, on behalf of majors, may request a substitution for up to 7 credits of the LAC, not including the Liberal Arts Colloquium or Tier III, for their students. The specific courses taken in the major that substantially address the goals of a Tier I or Tier II category must be identified. The request for the substitution must be submitted to the LAPC.

There can be no substitutions for the Liberal Arts Colloquium or the Tier III requirement.

All courses used to fulfill the Tier III requirement must receive LAPC approval as a Tier III course.

Majors may designate courses which are included in the LAC as required or elective courses in their majors.

No course, except for a Tier III course, within the LAC may have a specific course as a prerequisite.

Only designated LAC categories may be prerequisites to other LAC categories.

Only courses within Tier III may be designated for majors or minors only.

Students may fulfill the requirements of the LAC for up to two LAC categories for courses within the LAC which are required by, and have the same disciplinary designation as, their major.

## **LAP Policies Related to Students**

### **General Waivers and Substitutions**

There are no general waivers or substitutions for LAC categories for transfer students entering with 60+ credits.

Requests for Student Waivers and Substitutions

When no Eastern course equivalent is assigned to a transferred course, and the student contends that the content of the transferred course satisfies a particular LAC category, an academic appeal may be made at the Academic Advisement Center by full-time students or at the School of Continuing Education for part-time (less than 12 credits per semester) students.

**Policies and Procedures Governing Curriculum  
in the  
Liberal Arts Core Curriculum  
Liberal Arts Program Committee (LAPC)**

<b>Current Policy</b>	<b>Proposed Policy</b>
<b>GENERAL POLICIES</b>	<b>GENERAL POLICIES</b>
<p>All curriculum changes in the General Education Requirement must be approved by the General Education Program Committee. Faculty are encouraged to meet with the GEP committee to discuss new course ideas, specific proposals, and/or requests.</p>	<p>Major changes in the Liberal Arts Core Curriculum (LAC) must be approved by the Liberal Arts Program Committee (LAPC), Curriculum Committee (CC) and the University Senate.</p> <p>Courses included in the LAC must be approved by the LAPC and the CC.</p> <p>Faculty are encouraged to contact members of the LAPC committee to discuss new course ideas, specific proposals, or requests.</p>

<b>Current Policy</b>	<b>Proposed Policy</b>
	<p><b>TRANSITION FROM GENERAL EDUCATION REQUIREMENTS (GER) TO LIBERAL ARTS CORE CURRICULUM (LAC)</b></p>
	<p><b>New Course Submissions</b></p> <p>No new courses will be approved solely for the GER after January 1, 2006.</p> <p>New course submissions for the LAC may request that the course be approved as also fulfilling a specific requirement in the GER.</p>
	<p><b>Modification or Deletion of an Existing GER Course</b></p> <p>A request to have a course modified or deleted from the approved list of GER courses should be submitted to the CC and LAPC Committee via the appropriate department chair.</p> <p>The request should include a description of the modification or the rationale for the revision.</p>
	<p><b>Modification or Deletion of an Existing GER Category or Requirement</b></p> <p>In the interest of easing the transition to new requirements and/or reflecting changes in the faculty consensus regarding core curriculum some GER categories or specific requirements may be waived or substantially altered.</p> <p>A department or departments that host all of the courses in a particular GER category or requirement may request that the requirement:</p> <ul style="list-style-type: none"> <li>be waived for certain students or beginning on a set date; or</li> <li>be satisfied through alternate means.</li> </ul> <p>The request should be made to the LAPC and the CC and include a description of the modification or the rationale for the revision,</p>

<b>Current Policy</b>	<b>Proposed Policy</b>
<b>GENERAL COMMITTEE PROCEDURES</b>	<b>GENERAL COMMITTEE PROCEDURES</b>
<p><b>Approval of New Courses</b></p> <p>New courses for which inclusion in the General Education Requirement is sought must first be approved by the University Curriculum Committee for inclusion in the University's canon. Refer to the Curriculum Committee's guidelines outlining the procedure for new course approval.</p> <p>New course proposals which have been approved by the Curriculum Committee are forward to the GEP Committee for review.</p> <p>New course proposals are acted upon in the order in which they are received from the Curriculum Committee. Faculty are encouraged to submit new course proposals as early as possible in the academic year.</p>	<p><b>Approval of New Courses</b></p> <p>New courses submitted for the Liberal Arts Curriculum will be submitted to LAPC and the University Curriculum Committee (CC). (For approval of specific sections of the Liberal Arts Colloquium see below.)</p> <p>New course proposals must first be approved by the appropriate dean(s) then submitted to the LAPC. Following LAPC approval the course will be submitted to the CC. When the course is approved by both committees it will be reported to University Senate by the CC.</p> <p>Courses may be approved for the LAC for a temporary period of up to one academic year. CC will be notified of this decision.</p> <p>New course proposals are acted upon in the order in which they are received.</p>
	<p><b>Approval of Sections of the Liberal Arts Colloquium</b></p> <p>Proposals to offer sections of the Liberal Arts Colloquium (LAQ) must be made to the First Year Program Committee (FYPC) for its review and approval.</p> <p>LAQs are approved to be offered for a maximum of three academic years. Courses must be resubmitted to the FYPC for review to assure that they meet current standards.</p>



<b>Current Policy</b>	<b>Proposed Policy</b>
<b>GENERAL COMMITTEE PROCEDURES</b>	<b>GENERAL COMMITTEE PROCEDURES</b>
<p><b>Inclusion of an Existing Course</b></p> <p>Proposals for the inclusion of existing course in the GER should be submitted directly to the GEP Committee.</p> <p>The submission should include a) a completed Master Course File Form, b) a course syllabus, c) a course outline, and d) the rationale for it's inclusion in the GER category for which it is proposed.</p>	<p><b>Inclusion of an Existing Course</b></p> <p>Proposals for the inclusion of an existing course into the LAC should be submitted to the Liberal Arts Program Committee and the Curriculum Committee, using the CC course modification forms and LAPC course information narrative or forms.</p> <p>Courses must meet all of the standards for the LAC Tier and category requirements.</p> <p>Upon LAPC approval, the LAPC will forward the request to the CC.</p>
<p><b>Modification of an Existing GER Course</b></p> <p>The GEP Committee should be notified of modifications in a course currently included in the GER.</p> <p>The notification should include a description of the modifications, the rationale for the revision, and the instructor's recommendation regarding the continued GER status of the course.</p>	<p><b>Administrative Modification of an Existing LAC Course</b></p> <p>The LAP Committee should be notified of substantial modifications in courses included in the LAC.</p> <p>The notification should include a description of the modifications and the rationale for the revision.</p> <p>Approved modifications will be submitted to the CC for its approval.</p>
<p><b>Deletion of GER Course</b></p> <p>A request to have a course deleted from the approved list of GER courses should be submitted to the GEP Committee via the appropriate department chair.</p> <p>The request should include the rationale for the proposed deletion, and address the potential impact of the proposed deletion on the University's efforts to adequately support GER.</p>	<p><b>Deletion of LAC Course</b></p> <p>A request to have a course deleted from the approved list of LAC courses should be submitted to the LAPC and the CC via the appropriate department chair.</p> <p>The request should include the rationale for the proposed deletion, and address the potential impact of the proposed deletion on the University's efforts to adequately support the LAC.</p> <p>The LAPC will notify the CC of its recommendation. The CC will then act and report to Senate.</p>

<b>Current Policy</b>	<b>Proposed Policy</b>
	<b>LIBERAL ARTS PROGRAM RENEWAL AND REVIEW</b>
	<p><b>Course Assessment and Review</b></p> <p>All courses, categories, and tiers within the LAC and the entire program will be reviewed and assessed in a regular assessment cycle. All courses must meet the updated current standards for the LAC and will be resubmitted for approval during the assessment cycle.</p>

<b>Current Policy</b>	<b>Proposed Policy</b>
<b>GENERAL POLICIES REGARDING THE GER AND MAJORS</b>	<b>GENERAL POLICIES REGARDING THE LIBERAL ARTS CORE CURRICULUM AND MAJORS</b>
<p><b>Courses Fulfilling Major and LAC Requirements</b></p> <p>Majors may waive up to 7 credits of the GER for their students</p> <p>Any GER course may be used to meet both the GER requirements and a department’s major or minor requirements, as long as it does not carry the same disciplinary designation as the student’s major or minor.</p>	<p><b>Courses Fulfilling Major and LAC Requirements</b></p> <p>Departments, on behalf of majors, may request a substitution for up to 7 credits of the LAC, not including the Liberal Arts Colloquium or Tier III, for their students. The specific courses taken in the major that substantially address the goals of a Tier I or Tier II category must be identified. The request for the substitution must be submitted to the LAPC.</p> <p>There can be no substitutions for the Liberal Arts Colloquium or the Tier III requirement.</p> <p>All courses used to fulfill the Tier III requirement must receive LAPC approval as a Tier III course.</p> <p>Majors may designate courses which are included in the LAC as required or elective courses in their majors.</p> <p>No course, except for a Tier III course, within the LAC may have a specific course as a prerequisite.</p> <p>Only designated LAC categories may be prerequisites to other LAC categories.</p> <p>Only courses within Tier III may be designated for majors or minors only.</p> <p>Students may fulfill the requirements of the LAC for up to two LAC categories for courses within the LAC which are required by, and have the same disciplinary designation as, their major.</p>

<b>Current Policy</b>	<b>Proposed Policy</b>
<b>GER POLICIES RELATED TO STUDENTS</b>	<b>LAP POLICIES RELATED TO STUDENTS</b>
<p><b>General Waivers and Substitutions</b></p> <p>Transfer students entering with 60+ credits are waived from the following GER categories:                      IB Aesthetic Awareness 3 credits                      IIIB One laboratory science course 4 credits                      VB Health &amp; Physical Education 3 credits</p>	<p><b>General Waivers and Substitutions</b></p> <p>There are no general waivers or substitutions for LAC categories for transfer students entering with 60+ credits.</p>
<p><b>Requests for Student Waivers and Substitutions</b></p> <p>When no Eastern course equivalent is assigned to a transferred course, and the student contends that the content of the transferred course satisfies a particular GER category, an academic appeal may be made at the Academic Advisement Center. (the nature of the appeal should be stated)</p> <p>Waivers/substitutions of HPE requirement (VB) if appealed:</p> <ul style="list-style-type: none"> <li>• You were 25 years of age or older at time of admission</li> <li>• You are a student with a medical reason approved by Health Services (course substitution required)</li> <li>• You are a student with military experience who can provide documentation to the Advisement Center</li> </ul>	<p><b>Requests for Student Waivers and Substitutions</b></p> <p>When no Eastern course equivalent is assigned to a transferred course, and the student contends that the content of the transferred course satisfies a particular LAC category, an academic appeal may be made at the Academic Advisement Center by full-time students or at the School of Continuing Education for part-time (fewer than 12 credits per semester) students.</p>