



State University of New York

Memorandum to Presidents

Date: January 2, 2003 Vol. 03 No. 1

From: Office of the Provost and Vice Chancellor for Academic Affairs

Subject: Update on the State University General Education Requirement

To: Presidents, State-Operated Campuses
Presidents, Community Colleges

Now that the University has completed its second year of implementing the State University General Education Requirement (SUNY-GER), I am writing to provide an update and to let you know how System Administration will approach the ongoing maintenance of the SUNY-GER. First, however, I would like to thank the faculty and staff on every campus of the University who have worked so hard for the past three years on this initiative. It has been a monumental undertaking, but undergraduate education at the State University will be much improved as a result.

Attached to this memorandum is a description of new administrative procedures being implemented to facilitate ongoing campus responsibility for SUNY-GER curriculum development and for reporting to System Administration. These procedures are derived from feedback received over the last two years from the PACGE, Chief Academic Officers, the University Faculty Senate, the Faculty Council of Community Colleges and other important constituencies. They are designed to establish a framework that affords enhanced campus responsibility for approval of SUNY-GER offerings while maintaining System Administration's accountability to the Board of Trustees.

The procedures first require that each campus formally adopt guidelines for the approval of SUNY-GER offerings that incorporate the Task Force learning outcomes in a manner that is consistent with the System *Guidelines for the Approval of State University General Education Requirement Courses* (available at www.sysadm.suny.edu/provost/generaleducation) which have been developed from the PACGE process. Once a campus has documented the adoption of these guidelines, the Provost's Office will operate with the presumption that locally approved SUNY-GER offerings conform to campus and System guidelines. Campuses will continue to submit changes to their rosters of SUNY-GER offerings, and the Office of the Provost will promptly process such submissions. Should questions arise about a particular course submission, my office will forward it to a newly formed advisory council on general education (see below) for approval or for mediation, if necessary. The ongoing processing of changes to campus programs will allow System Administration to maintain accountability with the Board of Trustees, and also to monitor the evolution of the SUNY-GER over time.

Secondly, an Advisory Council on General Education (ACGE) will be established to replace PACGE. ACGE will be comprised predominantly of teaching faculty and will include campus-based academic and professional staff, with support provided by my Office. ACGE's charge will include examining and explicating the learning outcomes in content areas, evaluating the effect of SUNY-GER on transfer, studying competency levels of entering students, and the review of proposed SUNY-GER courses, if necessary.

Thank you for your attention, and for your cooperation over the last three years. I look forward to further improvements in general education as we continue to work together to provide quality education to our students. Any inquiries you may have about the new procedures may be directed to Assistant Provost Patricia Pietropaolo (pietropa@sysadm.suny.edu).



Peter D. Salins
Provost and Vice Chancellor
for Academic Affairs

Attachment

Copies for information only to:
President Alfred University
President Cornell University
Deans, Statutory Colleges

New Administrative Procedures for the State University General Education Requirement
(SUNY-GER)

effective: January 2003

- A. Each campus shall formally adopt guidelines for the approval of SUNY-GER offerings that incorporate the Task Force learning outcomes in a manner that is consistent with the System *Guidelines for the Approval of State University General Education Requirement Courses*. (The *Guidelines* are available online at www.sysadm.suny.edu/provost/generaleducation.)

Campus-adopted guidelines shall be submitted to the State University Provost for review as soon as feasible, but in any case not later than **March 19, 2003**. Review of campus-adopted guidelines and subsequent proposed revisions shall be referred to ACGE for approval or for mediation, if necessary.

- B. Each campus shall report to the Provost all changes to its list of SUNY-GER offerings as they are approved locally, providing for each addition the relevant identification information and catalog description. (Templates for reporting deletions and additions, including instructions, are available online at www.sysadm.suny.edu/provost/generaleducation.) Following the approval of campus-adopted guidelines as in A. above, the Provost's Office will operate with the presumption that locally approved SUNY-GER offerings conform to campus and System guidelines. Should questions arise about a particular course submission, the Provost will refer the matter to ACGE, which may request additional information from the campus General Education curriculum committee. The role of ACGE shall be to mediate these issues and render the decision on the acceptability of the course in meeting SUNY General Education learning outcomes as defined by Trustees Resolution 98-241.

The Office of the Provost will maintain lists of SUNY-GER offerings by campus, and make them available to campuses at www.sysadm.suny.edu/provost/generaleducation/CampusList.htm.

- C. Campus requests for programmatic waivers from a portion of the SUNY-GER shall be made via the Programmatic Waiver Request Reporting Template, available online, including instructions, at www.sysadm.suny.edu/provost/generaleducation. Campuses shall refrain from publicizing a programmatic waiver before receiving confirmation of approval from the Provost's Office.
- D. The composition of ACGE shall be comprised of four teaching faculty appointed by the President of the University Faculty Senate, four teaching faculty appointed by the President of the Faculty Council of Community Colleges, and four campus-based academic administrators or professional staff appointed by the Provost, with support from the Provost's Office.