

# University Policy and Procedure Change Form

Please complete this form to submit new policies and procedures or revisions to existing ones for official publication in the NSU *Policy and Procedure Manual*. Forward the completed form to Renee Hicks, Executive Director of Planning and Institutional Effectiveness and SACSCOC Liaison via email: renee.hicks@nicholls.edu

<input type="checkbox"/> New or <input checked="" type="checkbox"/> Revised	<b>Section Number/Title: 1.14.2.4 General Education Assessment Committee</b>
<b>Effective date:</b>	Fall 2018
<b>Office of origin:</b>	Academic Affairs – General Education
<b>Key contact person:</b>	Kaisa Young
<b>Approved by:</b>	Provost
<b>Name and location of related documents (forms, guidelines, samples, etc.):</b> <i>Provide electronic attachments when possible</i>	Attached: Job Description
<b>Policy/procedure applies to (check all that apply):</b>	<input checked="" type="checkbox"/> Faculty members <input type="checkbox"/> Civil service employees <input type="checkbox"/> Professional/administrative staff <input type="checkbox"/> Students <input type="checkbox"/> All of the above
<b>Addition/Revision to P&amp;P Manual (date, Section, made by)</b>	Date: Section: Made by:

**REASON FOR CHANGE:** We propose to remove “Assessment” from the General Education Assessment Committee name to emphasize the committee’s responsibility over entire general education curriculum and program, not just assessment. The committee will be called the General Education Committee. Further, we propose some changes to the committee membership based on personnel changes approved by the Provost. These positions will bring consistency and efficiency to the committee by redistributing assessment duties.

1. New position: General Education Program Coordinator (chair). The Program Coordinator is a faculty member appointed by the Provost and will serve as committee chair. Kaisa Young is currently in this role.
2. Revised position: General Education Assessment Coordinator changing from (chair) to (ex officio). The Assessment Coordinator position is now part of the official job description/title for an Assistant Professor of Interdisciplinary Studies (see attachment). Lori Richard is currently in this role.

**University Policy:**

**Procedure(s):**

**PROPOSED CHANGE:**

## FROM: 1.14.2.4 General Education Assessment Committee

### Membership (19):

- One faculty member from each of the General Education foundation areas – English, Mathematics, Natural Sciences, Humanities, Fine Arts, and Social Sciences – to be appointed by the Provost/Vice President for Academic Affairs.
- One faculty member from each of the following Colleges: Nursing and Allied Health, Business Administration, Education. One faculty member from Physical Sciences, Economics/Psychology and from the library elected through the regular committee election procedures of the University Governance Document.
- Chair, Courses & Curricula (Permanent) (ex officio nonvoting)
- Chief Articulation Officer (ex officio nonvoting)
- Director of Assessment and Institutional Research (ex officio)
- SACS Coordinator (ex officio nonvoting)
- Two students appointed by SGA
- General Education Assessment Coordinator (chair)

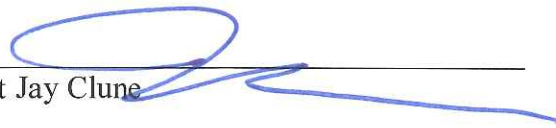
## TO: 1.14.2.4 General Education Committee

### Membership (20):

- One faculty member from each of the General Education foundation areas – English, Mathematics, Natural Sciences, Humanities, Fine Arts, and Social Sciences – to be appointed by the Provost/Vice President for Academic Affairs.
- One faculty member from each of the following Colleges: Nursing and Allied Health, Business Administration, Education. One faculty member from Physical Sciences, Economics/Psychology and from the library elected through the regular committee election procedures of the University Governance Document.
- Chair, Courses & Curricula (Permanent) (ex officio nonvoting)
- Chief Articulation Officer (ex officio nonvoting)
- Director of Assessment and Institutional Research (ex officio)
- SACS Coordinator (ex officio nonvoting)
- Two students appointed by SGA
- Coordinator of General Education Assessment (ex officio)
- General Education Program Coordinator (chair) – faculty member to be appointed by the Provost/Vice President for Academic Affairs.

Approved: \_\_\_\_\_

President Jay Clune



<i>For PPM Committee use only:</i>	
Date Reviewed by PPM Committee	8.23.2018 FS approved 9.5.2018
Date Sent to UC	
Date Approved by President's Cabinet	
President's Approval (signature) obtained	9/7/18
Addition/Revision to P&P Manual (date, Section, made by)	Date: 9/14/18 Section: 1.14.2.4 Made by: Brigett Sutt
Date of Campus Notification	9/14/18