

Summary of Procedures for Structural Changes to the General Education Program

I. Purpose

The purpose of this document is to outline the clear and consistent process for proposing, reviewing, approving, and implementing structural changes to the General Education Program, as outlined in the By-Laws of the General Education Program and Assessment Committee (GEPAC). This document focuses on structural changes to the General Education Program and identifies the appropriate review and approval process for such change.

II. Authority

GEPAC is responsible for implementing and overseeing all portions of the General Education Program and for making recommendations to the University Curriculum Committee (UCC) regarding courses included in the General Education curriculum.

No provision of this process document shall supersede or contravene the authority established in the GEPAC or UCC Bylaws.

III. Types of Changes

A. Structural Changes to the General Education Program

Structural changes are changes that alter the overall structure or requirements of the General Education Program. Examples identified in the GEPAC Bylaws include, but are not limited to:

- Changes to the number of required General Education credits; and
 - Changes to the composition of General Education content areas.
- Structural changes require the review and approval process established in Section IV of this process document.

IV. Process for Structural Changes to the General Education Program

Step 1. GEPAC Identifies or Recommends a Structural Change

When GEPAC determines that a structural change to the General Education Program should be considered, GEPAC shall develop a recommendation describing the proposed change. That recommendation can come from a faculty member, department, or college depending on the nature of the change.

Step 2. Notification and UCC Consent to Proceed

If major structural changes to the General Education Program are needed, GEPAC shall inform:

- University Curriculum Committee (UCC);
- University Senate; and
- APSCUF-KU.

No further action on a major structural change shall be taken without the consent of UCC.

Step 3. GEPAC Recommendation

Following UCC consent to proceed, GEPAC may develop and approve a formal recommendation for structural changes to the General Education Program.

Step 4. Required Institutional Approvals

Any structural change recommended by GEPAC must be endorsed by majority vote of each of the following bodies:

1. University Curriculum Committee (UCC);
2. University Senate; and
3. APSCUF-KU Representative Council.

All three bodies must approve the recommended structural change before it may be implemented.

Failure to receive approval from any one of the three required bodies means that the proposed structural change has not received the approval required for implementation.

Step 5. Implementation

Once all required approvals have been obtained, GEPAC shall coordinate implementation of the approved changes to the General Education Program.

If a faculty member from outside GEPAC is appointed to coordinate the transition to a newly revised General Education model, the respective duties and responsibilities of GEPAC and the appointed coordinator shall be clearly established before implementation begins.

V. Responsibility for Implementation and Oversight

GEPAC is responsible for coordinating the implementation of approved changes to the General Education Program and retains responsibility for oversight of the General Education Program consistent with its bylaws and the authority of UCC.

VI. Relationship with Governing Bylaws

This process document is intended to clarify and operationalize the procedures established in the GEPAC Bylaws. It does not alter the authority granted to GEPAC, UCC, University Senate, APSCUF-KU Representative Council, or any other University governance body.

In the event of a conflict between this process document and applicable governing bylaws, the governing bylaws shall control.

VII. Source

General Education Program and Assessment Committee (GEPAC) Bylaws, Updated Spring 2024.