

# WINONA STATE UNIVERSITY GENERAL EDUCATION PROGRAM GOVERNANCE STRUCTURE

*This document was approved by the WSU Faculty Senate on XXX.  
All revisions to this document must have WSU Faculty Senate approval.*

**Mission:** The mission of the General Education Program (GEP) at Winona State University (WSU) is to provide a broad base of skills and knowledge to prepare students for informed, responsible citizenship in a changing world.

**Definition:** The Winona State University General Education Program incorporates the Goal Areas of the Minnesota Transfer Curriculum (MnTC) as well as Additional Graduation Requirements.

**Overview:** The program provides opportunities for students to evaluate critically their cultural and social inheritance, to think scientifically in both the natural and social environments, to think beyond cultural boundaries, and to experience the arts and humanities. It also enhances reasoning, analytical, and communication skills that students will need to perform well in a wide range of occupations and post-baccalaureate programs. Students will explore how making intellectual, social, cultural, and economic connections among these diverse areas of skill and knowledge enhances their ability to live well and ethically in the contemporary world. The GEP thereby distinguishes a Winona State University degree from a technical or occupational training program certificate.

## **GEP Governance Structure**

### 1. GEP Subcommittee

- A. The GEP Subcommittee (GEPS) is a standing subcommittee reporting to the Academic Affairs and Curriculum Committee (A2C2). As such, members of the GEPS and its chair must be primary or alternate members of A2C2.
- B. The GEPS consists of representation from each college; representatives from the English, Communication Studies, and Mathematics/Statistics Departments; and a representative from one of the wellness-related departments.
- C. The GEPS chair works with the A2C2 chair to populate the subcommittee at the beginning of each year. A2C2 votes to confirm or reject this slate of candidates. When a slate of candidates is confirmed by A2C2, it is submitted to Committee on Committees, which then makes a recommendation to Faculty Senate regarding the membership of GEPS.
- D. Committee charge:
  - i. Review and evaluate GEP course proposals in accordance with Policy 3-4 (A, B);
  - ii. Make recommendations to A2C2 regarding the approval of GEP course proposals;
  - iii. Make recommendations to A2C2 regarding the removal of courses from the GEP;
  - iv. Make recommendations to A2C2 regarding the approval of student appeals related to the GEP;

- v. Make recommendations to A2C2 regarding GEP renewal deadlines for the upcoming academic year;
- vi. Other duties as they arise.

## 2. GEPS Chair

- A. The responsibilities of the GEPS Chair are as follows:
  - i. Call, set agendas, and serve as the presiding officer for all meetings of the GEPS;
  - ii. Represent the GEPS on A2C2;
  - iii. Publicize GEP renewal deadlines to faculty;
  - iv. Respond to student and faculty questions regarding the GEP, including Course Substitution Requests and Course Approval Processes for Goal Areas and Additional Graduation Requirements.
- B. Qualifications: The candidate must be a full-time member of the Winona State University faculty and a member of the IFO in good standing.
- C. Compensation: The GEPS chair will receive 1/8 reassigned time for the academic year. Note that the GEPS chair's department will be provided with full replacement for the GEPS chair's release time.
- D. Term: The GEPS Chair is elected for a one-year term;
- E. Election: The GEPS chair for the subsequent year will be elected by the current membership of GEPS during or before the last GEPS meeting of the academic year;
  - i. It is recommended that the subsequent year's GEPS chair is elected by the end of the Fall semester to facilitate academic planning.

## 3. Faculty GEP Director

- A. The responsibilities of the Faculty GEP Director are as follows:
  - i. coordinate a longitudinal assessment plan for the GEP;
  - ii. coordinate and correspond with Faculty Senate regarding the assessment of the GEP;
  - iii. oversee the GEP website;
  - iv. oversee the sections(s) of the Undergraduate Catalog and other university communications regarding the GEP;
  - v. direct production and distribution of materials concerning GEP to faculty and students;
  - vi. report as necessary on the administration of the GEP to internal and external constituencies and stakeholders;

- vii. collaborate with other offices and committees as necessary (such as Faculty Senate, A2C2, the offices of the Registrar, Transfer Coordinator, Admissions, Academic Affairs, and the Director of IPAR) regarding the administration and assessment of the GEP;
  - viii. attend GEPS meetings as an ex-officio non-voting member;
  - ix. serve on other committees as necessary.
- B. Qualifications: The candidate must be a full-time member of the Winona State University faculty and a member of the IFO in good standing.
- C. Compensation: The faculty GEP director will receive 1/4 reassigned time for the academic year. Note that the faculty GEP director's department will be provided with full replacement for the faculty GEP director's release time.
- D. Term: The term of appointment is three years. A term of appointment may be renewed upon the recommendation of Senate. In the academic year preceding an anticipated vacancy, Senate shall direct Committee on Committees to appoint a committee, preferably with faculty representatives from each of the five colleges, to search for a replacement.

#### **Related Documents**

- WSU Policy 3-4 and Procedures 3-4(A) and 3-4(B) on "Curricular Change"
- Minnesota State Policy 3.21 on "Undergraduate Course and Credit Transfer and the Minnesota Transfer Curriculum"
- Minnesota State Operating Instruction 3.21.1.1 "Minnesota Transfer Curriculum Instructions"