

APPENDIX D

General Education Memos from the Provost

- General Education Review Task Force Appointment Letter (Sept. 2, 2010) – charge, duties, membership roster
- General Education Curriculum (March 18, 2011) – includes UNST Thematic Cluster course substitution policy
- General Education Revision (Dec. 8, 2011) – announcing Faculty Senate approval of new general education curriculum and process for developing general education course list
- Implementation of the General Education Curriculum (Feb. 3, 2012) – describing process for requesting courses to be included on general education course list
- General Education Revision Update (March 12, 2012) – announcing full implementation of new general education requirements in January 2013 and plans for transitioning to the new general education curriculum for entering freshman students in fall 2012
- General Education Curriculum (April 30, 2012) – information on general education revisions to the Undergraduate Bulletin, substitutions for University Studies foundation-level courses, and plans for moving “conditionally-accepted” general education courses to “accepted” status




NORTH CAROLINA
AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

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TO: General Education Review Task Force

FROM: Dr. Linda T. Adams 
Provost and Vice Chancellor for Academic Affairs

DATE: September 2, 2010

RE: General Education Task Force Appointment

Thank you for serving on the General Education Review Task Force. I have enclosed the 2010-2011 General Education Task Force membership listing. Following an assessment of the University Studies Program by an external review team, North Carolina A&T State University has chosen to pursue a comprehensive review with the university's key internal and external stakeholders. The university's strategic priorities as outlined by Chancellor Harold Martin on August 11, 2010 should assist in guiding the review process.

I have asked Dr. Scott Simkins, Director of the Academy for Teaching and Learning, and Dr. Mary Smith, Professor and Chair, Department of Biology, to co-chair this Task Force. They will contact you very soon via email regarding the date, time, and location of the initial meeting.

Duties of the General Education Review Task Force include, but are not limited to the following:

- Review the mission, goals, objectives, and core course requirements of the general education program
- Review national general education "best practices" that align with the heritage, mission, goals, and strategic plan of North Carolina A&T State University to achieve academic and operational excellence
- Review and evaluate the findings and recommendations of the external assessment team
- Host information gathering forums and other meetings to enable critical university stakeholders to appropriately inform the general education review process
- Formulate preliminary recommendations regarding the structure and content of the general education curriculum and supporting programs for review by the university's governing bodies
- Summarize and distribute revised recommendations of the Task Force for consideration by the Faculty and Deans
- Present final report of the General Education Task Force to the Provost

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Memo: General Education Review Task Force

September 3, 2010

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Thank you for your commitment to this important work. As a university, the shared goal of the general education review is to engage learners in a broad educational experience that fosters the desire for continued learning and prepares students for an increasingly complicated and competitive global environment. A strong general education program is critical to the future success and aspirations of this university and its graduates.

I look forward to your review and recommendations. Please feel free contact Dr. Simkins, Dr. Smith or me if you have other questions regarding this project.

/hrh

Enclosure

xc: Chancellor Harold L. Martin
Academic Deans

**Division of Academic Affairs
General Education Committee
2010-2011**

Co-Chairs:

Dr. Mary Smith, College of Arts and Sciences-Biology
Dr. Scott Simkins, Director, Academy for Teaching and Learning

Faculty and Unit Representatives:

Dr. Peggy Bolick, Director of Center for Undergraduate Research
Dr. Roy Coomans, College of Arts and Sciences-Biology
Dr. Ray Davis, Director, Honors Program
Dr. Jason Depolo, College of Arts and Sciences-English
Dr. Robert Drake, Jr., College of Arts and Sciences-History
Dr. Sonya Draper, School of Technology-Graphic and Communication Systems
Dr. Tracey Ford, Director of Center for Academic Excellence
Dr. Corey Graves, College of Engineering-Electrical and Computer Engineering
Dr. Lori Hunter, Associate Vice Chancellor for Enrollment Management
Dr. Scott Jenkins, Director of Institutional Research
Lieutenant Colonel Eric D. Handy, Army ROTC
Dr. Tracie Lewis, Division of Information Technology
Ms. Minnie Battle-Mayes, Director, International Programs
Dr. Maranda McBride, School of Business and Economics-Management
Dr. Steven McCary-Henderson, School of Education-Curriculum and Instructions
Mr. Lee Morgan, Division of Student Affairs
Dr. Janis Oldham, College of Arts and Sciences-Mathematics
Dr. Geraldine Ray, School of Agriculture and Environmental Sciences-Family and Consumer Sciences
Dr. Craig Rhodes, Faculty Senate Vice President
Dr. Sanjiv Sarin, Member of Institutional Effectiveness Council
Dr. John R. Slade, College of Arts and Sciences-Liberal Studies
Dr. Sonja Wilson, School of Nursing

STUDENT REPRESENTATIVES

Mr. DeWayne Adkins, School of Technology
Ms. Egypt Alston, College of Arts and Sciences
Ms. Amy Lomax, School of Nursing
Ms. Ashley Peterson, Jr, School of Business
Mr. Jermaine Studwell, School of Education
Mr. Aaron White, College of Engineering
Ms. Brielle Wright, School of Agriculture and Environmental Sciences

Thank you for serving on this important taskforce.



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MEMORANDUM

TO: University Faculty, Chairs and Deans

FROM: Dr. Linda T. Adams 
Provost and Vice Chancellor for Academic Affairs

DATE: March 18, 2011

RE: General Education Curriculum

The anticipated restructuring of the General Education curriculum at North Carolina A&T State University has created confusion about the current role and future status of University Studies Thematic Cluster requirements and the ability of department chairs to authorize course substitutions within the Thematic Clusters.

Current budget realities, particularly with the likely need to limit Thematic Cluster course offerings and sections, have also brought to the forefront the need to clarify policies on course substitutions in the Thematic Clusters. This issue was raised at the Dean's Council meeting and they provided the below recommendations:

- Students currently completing University Studies Thematic Clusters should be encouraged to use approved Thematic Cluster courses if possible. See <http://www.ncat.edu/~univstud/Courses1.html> for additional information and listings of approved courses. Note that Thematic Clusters were originally designed to encourage interdisciplinary exploration of a societal issue, promote oral and written communication, and emphasize critical thinking skills.
- Given the underlying purpose of the Thematic Clusters, any course substitutions made should follow the guidelines below:
 1. Course substitutions can be flexible with the approval of the Chair and Dean, but should be done keeping the original purposes of Thematic Clusters in mind.
 2. Substituted courses should be outside the major.
 3. Course substitutions should be done with discipline-based accreditation (ABET, AACSB, etc.) requirements in mind.
 4. Academic minors outside the student's major could substitute for a Thematic Cluster.
 5. Course substitutions, when made, need to:
 - a. Include the signature of the Chair and the Dean.
 - b. Be clearly documented and submitted using the Substitution/Waiver Form to the Registrar for inclusion in BANNER by the major department when approved by the Dean.

If faculty advisors have questions about course substitutions for University Studies Thematic Clusters, they should address their questions to the departmental Chair and/or the Dean.

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TO: University Community
FROM: Dr. Winser Alexander *Winser*
Interim Provost and Vice Chancellor for Academic Affairs
DATE: December 8, 2011
RE: GENERAL EDUCATION REVISION

On November 22, 2011, the University Faculty Senate approved a new general education curriculum (see attached) that will replace the current University Studies program effective, fall 2012.

The General Education Review Task Force is currently developing a concise set of student learning outcomes for each of the areas outlined in the new general education curriculum. These area-level outcomes will be used to develop general education course approval forms for each of the student learning outcomes in the new curriculum. The Task Force plans to complete development of the course approval forms by early January. Once the forms are complete, the process will continue as follows:

1. General education course approval forms will be disseminated to chairs and deans to solicit courses for inclusion on the general education course lists.
2. The General Education Review Task Force will review the completed course approval forms and accompanying information and recommend courses for inclusion on the general education course lists.
3. Departments will then be able to indicate specific courses on their revised curriculum guides.
4. The revised curriculum guides for each academic program will need to go through the standard approval process (department, school/college, Faculty Senate).

We hope to have an initial general education course list developed by late January or early February. Courses can be added to this list at any time in the future by completing the general education course approval process outlined above.

Thank you for your ongoing support of the general education revision process. The implementation timeline is short but achievable if we all work together.

/hrh

Attachment

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NC A&T State University General Education Curriculum

Student Learning Outcomes and Credit Hour Structure

(Approved by Faculty Senate November 22, 2011)

Student Learning Outcome	Credit Hours
Written Communication	6
Mathematical, Logical, and Analytical Reasoning (at least one MATH course)	6
Scientific Reasoning (at least one lab-based course)	7
Social/Behavioral Sciences*	6
Humanities/Fine Arts*	6
* Of the 12 total hours in social/behavioral and sciences/humanities/fine arts, at least 3 hours in African-American studies courses and 3 hours in global studies courses	
Student Success (to be met through courses offered by a department, school/college, the Center for Academic Excellence, or any combination of the above)	2
TOTAL CREDIT HOURS:	33

Additional Student Learning Outcomes: To be infused throughout the curriculum (no credit hour requirement) and assessed at the program level:

- **Critical Thinking**
- **Oral Communication**
- **Ethical Reasoning**
- **Writing in the Major**

Notes:

1. Students transferring to NC A&T State University with an AA or AS degree (or completing the general education core, even without an AA or AS degree) from a NC community college will have met all credit requirements for the NC A&T State University general education curriculum.
2. For students transferring to NC A&T State University with an AA or AS degree from an accredited North Carolina community college, academic programs are required to account for earned credit hours in social/behavioral sciences and humanities/fine arts beyond those required by the NC A&T State University general education curriculum by substituting a minimum of 6 hours of free and/or appropriate program electives, as necessary.



NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

MEMORANDUM

TO: Deans

FROM: Winsor E. Alexander *Winsor Alexander*
Interim Provost and Vice Chancellor for Academic Affairs

DATE: February 3, 2012

SUBJECT: **Implementation of the General Education Curriculum**

We are ready to begin the next steps toward implementation of the general education curriculum: (1) generation of general education course lists, and (2) revision and approval of program curriculum guides.

Please read through the process outlined below to ensure timely completion of the required tasks. I realize that you are all extremely busy and the schedule is very tight, but this timeline is necessary if we are to maintain our plan to implement the new general education curriculum in fall, 2012.

- (1) **General Education Course List Development.** The General Education Review Task Force has developed student learning outcomes for each of the general education categories, a process for requesting courses to be included on general education course lists, and a form for initiating this request. This information will be emailed to Deans and Chairs on **Wednesday, February 8th** and made available online as well. Departments requesting courses to be included on the general education course lists will need to complete the required forms by **Friday, February 17th**. The General Education Review Task Force will review the submitted materials on **Tuesday, February 21st** and the Faculty Senate Curriculum Committee will review the materials on **Wednesday, February 22nd**. The full Faculty Senate will approve an initial general education course list at its February meeting on **Tuesday, February 28th**. This initial list of general education courses will be posted on the web on **Wednesday, February 29th**.

The Faculty Senate Curriculum Committee and full Faculty Senate will review and approve revised curriculum guides at their March and April meetings. The Faculty Senate Curriculum Committee must receive revised curriculum guides by the **first Tuesday of the month (March 6th and April 3rd)** for full Faculty Senate approval at that month's meeting (held the fourth Tuesday of the month).

I strongly urge you to get your course requests in by the Feb. 17th deadline so departments can use the general education course lists to revise their curriculum guides in a timely manner. Note that the February 17th deadline for submitting materials is only for this *initial* round of review and approval; the lists will be updated continually as new requests are submitted and reviewed.

Workshops and individual meetings will be scheduled during the Feb. 8th – Feb. 17th period to assist departments in completing the requested forms. These workshops will be announced in a separate email to Deans and Chairs.

- (2) **Revision and Approval of Program Curriculum Guides.** Departments should have already completed preliminary program curriculum guide revisions, using temporary placeholders for new general education requirements until the general education course lists are developed. Once the initial general education course list is generated (Wednesday, February 29th) you should immediately begin the process of curriculum guide approval at the department, school/college, and Faculty Senate levels.

I realize that this is an aggressive schedule, but it is important to have the new general education curriculum in place for our new freshmen, who will be attending orientation sessions beginning in May. I thank you in advance for your diligence in completing the tasks outlined above in a timely manner. Your efforts will help to make this transition as smooth as possible.

/cag



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MEMORANDUM

TO: Deans

FROM: *Winser E. Alexander*
Winser E. Alexander, Interim Provost and Vice Chancellor for Academic Affairs

DATE: March 12, 2012

SUBJECT: General Education Revision Update

As you are aware, the General Education Review Task Force has worked diligently over the past eighteen months to revise the general education curriculum. The task force has engaged a broad base of stakeholders and sought their advice at each step in the process. Based on input from a variety of these stakeholders and the concurrence of the co-chairs of the task force, I am moving full implementation of the new general education curriculum to January 2013.

The extra time will ensure that we launch a revised curriculum that has adequate, carefully crafted courses, with rigorous high quality student learning outcomes. Listed below is key information regarding the transition to the new general education curriculum.

- There will be no University Studies (UNST) courses offered during the 2012 summer sessions or fall 2012 semester.
- Incoming freshman for fall 2012 will be transitioned to the new general education curriculum in spring 2013. Incoming students (and parents) will need to be informed of this during freshman orientation sessions.
- A list of courses will be developed as soon as possible to substitute for foundation-level University Studies courses (UNST 110, 120, 130, and 140). This list will include the 15 general education courses approved by the Faculty Senate on February 28th, as well as courses that are “conditionally approved” by the General Education Review Task Force. It is the expectation that the conditionally approved courses will be approved after suitable revisions to outcomes and assessment plans.
- There will be another review of general education courses in April, with the Faculty Senate voting on them at its April 24th meeting. For courses not previously reviewed, the General Education Course Addition packages will be due to the General Education Review Task Force by March 30th.
- The Academy for Teaching and Learning will focus its annual Summer Teaching Institute (Wednesday, May 16th) on “Alignment of Course Learning Outcomes and Assessment with Program-Level Goals.” Departments with courses that have been rated as “conditional accept” for the general education curriculum (in either the February or March submissions) will be asked to use this opportunity to revise their General Education Course Addition packages for re-submission to the General Education Review Task Force. These will be reviewed in August 2012 for submission to the Faculty Senate in September. It is expected that we will have a comprehensive general education course list available by the end of September 2012.
- Program curriculum guide revision will occur in October and November 2012. It is expected that all curriculum guides will be revised by January 2013. For students entering in fall 2012, departments should plan to use their proposed new curriculum guides to advise students.
- The course renumbering process will begin in fall 2013.

Please make the above information available to your respective department chairs. I hope that this information will help to make the transition to the new general education curriculum as smooth as possible. There will undoubtedly be bumps along the road to full implementation of this new curriculum, but I am confident that by working together we can minimize those challenges.

WEA/cag

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TO: Deans
FROM: Winsor E. Alexander *Winsor E. Alexander*
Interim Provost and Vice Chancellor for Academic Affairs
DATE: April 30, 2012
SUBJECT: General Education Curriculum

We are currently in the process of developing the next edition of the North Carolina A&T State University Undergraduate Bulletin. Given the current state of general education course lists and revisions to program curriculum guides, the following decisions have been made.

- The Undergraduate Bulletin will only be available online. The official Bulletin will be posted on the Academic Affairs web site when completed.
- The Undergraduate Bulletin will be updated in spring 2013 after all program curriculum guides have been revised and approved.
- All references to University Studies should be removed before submitting information for the new Undergraduate Bulletin.
- For fall 2012 (only) no program curriculum guides will be included in the Undergraduate Bulletin. Students should contact their respective departments for current information regarding curriculum requirements. When advising incoming freshman students this summer, use your revised curriculum guides, even if not yet formally approved by the Faculty Senate.

Additionally, University Studies (UNST) courses will not be offered after spring 2012. Continuing students that need to take UNST foundation-level courses (UNST 100, UNST 110, UNST 120, UNST 130, UNST 140) due to course failure, course withdrawal, or because they have not yet taken one or more of these courses will need to substitute the following courses:

UNST Course	Substitute (Beginning Summer 2012)
UNST 100	FRST 100
UNST 110	ENGL 100
UNST 120	HIST 130
UNST 130	PHIL 268
UNST 140	HIST 202

A master list of courses submitted for inclusion in the North Carolina A&T State University general education curriculum has been developed (see attached). Use the **approved and conditionally approved** courses when advising incoming freshman students for course registration. It is expected that all *conditionally approved* courses will be approved for general education course lists after suitable revisions to the original submission forms. As noted previously, the Academy for Teaching and Learning will focus its annual Summer Teaching Institute (Wednesday, May 16) on "Alignment of Course Learning Outcomes and Assessment with Program-Level Goals." Departments with general education courses that have been rated as *conditionally approved* should use this opportunity to revise their General Education Course Addition packages for re-submission to the General Education Review Task Force. These will be reviewed in August 2012 for submission to the Faculty Senate in September. It is expected that we will have a comprehensive general education course list available by the end of September 2012.

Also, please be reminded of the following:

- Program curriculum guide revision will occur in October and November 2012. It is expected that all curriculum guides will be revised by January 2013.
- The course renumbering process will begin in fall 2013.

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