



<b>Procedure Title:</b>	General Education
<b>Procedure ID:</b>	OP #2-212
<b>Manual Classification:</b>	Academic Affairs
<b>Linked to Policy:</b>	Policy 2-212: General Education
<b>Approved by Senior Management Team:</b>	March 2022
<b>Revision Date(s):</b>	NA
<b>Effective Date:</b>	March 2022
<b>Next Review Date:</b>	March 2025
<b>Contacts for Procedure Interpretation:</b>	Vice President Academic Experience

## 1.0 – Purpose

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The purpose of this procedure is to set out instructions for complying with the Minister's Binding Policy Directive: Framework for Programs of Instruction for General Education.

Terms not defined in this Procedure have the same meaning found in the College's General Education Policy.

## 2.0 – Procedure

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### 2.1 Overview

The College will ensure that its General Education courses are appropriate, relevant and diverse by means of the General Education Committee, and will ensure that programs are compliant with the General Education Policy through its quality assurance processes.

## 3.0 General Education Committee

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- 3.1 The General Education Committee, a subcommittee of Academic Council, serves as the approving body for new General Education courses and ensuring that all existing courses are comprehensively reviewed for curriculum and content as well as validated to a General Education theme within a five-year cycle.
- 3.2 The Dean, General Arts and Sciences, serves as the standing Chair of the General Education Committee and reports to Academic Council as needed.
- 3.3 The General Education Committee consists of the following members:
  - Co-ordinator, General Education
  - Faculty members, one from each School in the College
  - Faculty, Learning Design and Support Team (1)
  - Student (1)

- 3.4 Faculty members normally serve 2-year terms. The student representative will serve a 1-year term.
- 3.5 Faculty representatives will be appointed by the Dean of their respective schools.
- 3.6 The General Education Committee will meet at least once each semester, and may meet more frequently as needed to perform the duties outlined in this procedure.
- 3.7 Annually, the Dean, General Arts and Sciences will provide a report to Academic Council of newly developed courses and other committee activity.

#### **4.0 General Education Course Designation**

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- 4.1 Each Fall, the General Education Committee will issue a call for proposals for new General Education courses using the template established by the committee.
- 4.2 The General Education Committee will assess the proposals based on subject area, theme, content, student workload and perceived interest to students and then make recommendations for development. Any newly developed course(s) will be available to be included in a list of offerings for an upcoming academic year.
- 4.3 During development and five-year review of all designated General Education courses, the General Education Committee will verify compliance with the following criteria:
  - Alignment with one of the five General Education themes
  - Clear contribution to learning that is distinct from specific vocational skills covered in the program of study
  - Breadth of focus, ensuring that courses are of value to students regardless of their vocational studies
  - Appropriate course duration

Non-compliance in any of these areas will be reported to the Academic Quality Office for resolution.

- 4.4 The Academic Quality Office will maintain a detailed, up-to-date record of the status of all active General Education courses, mandated and elective.

#### **5.0 Review of General Education Courses**

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- 5.1 During the spring semester, the Dean, General Arts and Sciences will assign review leaders from the General Education Committee to complete a review a selection of the General Education courses. Each course will be reviewed at minimum once every five years.
- 5.2 The Academic Quality Office will provide orientation and training on the review of General Education Courses to all assigned review leads at the beginning of the spring semester.

- 5.3** The review requires the review leader, with assistance from the Dean, to analyze a variety of information including but not limited to:
- Course enrolment, success criteria and other course data
  - Feedback from stakeholders: students, graduates, and programs of study (if mandated);
  - Faculty credentials, experience, professional development
  - Student focus group (as need)
- 5.4** The review leaders will submit the completed review report with all associated deliverables and recommendations no later than June 30th of that year to the Academic Quality Office.
- 5.5** The reports and associated deliverables will be reviewed for completeness by the Academic Quality Office and be submitted to the Dean, General Arts and Science.

## **6.0 Transfer Credit of Eligible General Education Courses**

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- 6.1** For Fleming College applicants, the application for transfer credit is initiated through the Office of the Registrar as determined by the Transfer Credit Policy and Operating Procedure 2-222.
- 6.2** For mandated General Education courses, the granting of transfer of credit will be based on the successful prior completion of a course covering the same theme, with eligibility requirements described in the Transfer Credit Policy and Operating Procedure 2-222.
- 6.3** For elective courses, the granting of transfer of credit will be based on the nature of the course(s) a student has successfully completed. Students will receive a grade of "EX" on their transcript next to the General Education elective, consistent with the Transfer Credit Policy and Operating Procedure 2-222.
- 6.4** Given the non-vocational nature of General Education courses, transfer credit can be approved for General Education courses, regardless of how long ago the course was taken.

## **7.0 General Education Criteria for Programs of Instruction**

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- 7.1** Prior to program review, the Academic Quality Office will ensure that programs are compliant with the General Education Policy and Operating Procedure in the number and breadth of General Education courses.
- 7.2** Following program review, when programs propose program and/or curricular change (major and/or minor), the Academic Quality Office will ensure that that the program remains compliant with General Education requirements using the Program and Curriculum Change Procedure 2-213B. Advice will be sought from the General Education Committee, as necessary.

## **8.0 Roles and Responsibilities**

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- 8.1** It is the responsibility of the **Senior Management Team** to ensure that the General Education Policy and General Education Operating Procedure are fully implemented.
- 8.2** It is the responsibility of the **Vice-President, Academic Experience** to oversee the implementation of the General Education policy and General Education Operating Procedure and to report on this implementation to the Senior Management Team as necessary.
- 8.3** It is the responsibility of the **Academic Quality Office** to ensure that all new programs being submitted to the Credentials Validation Service (CVS) comply with the Minister's Binding Policy Directive, Framework for Programs of Instruction – General Education requirements. The Academic Quality Office also maintains a detailed, up-to-date record of all General Education Courses.
- 8.4** It is the responsibility of the **General Education Committee** to review and approve new General Education course proposals and conduct cyclic review of existing General Education courses
- 8.5** It is the responsibility of the **Dean/Designate, General Arts and Sciences** to staff and administer General Education courses and provide a report to Academic Council detailing newly developed courses and the results of General Education course review.

## **9.0 – Related Documents**

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- Minister's Binding Policy Directive: Framework for Programs of Instruction
- Transfer Credit Policy 2-222
- Transfer Credit Operating Procedure 2-222
- Program and Curriculum Change Procedure 2-213B

## **10.0 – History of Amendments & Reviews**

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N/A