

2021-22 GRCC Team Charter

Team Name: General Education Review Team

Team Leader: Sheila Jones

Chartering is a two-way process

Team sponsor(s) specify the mission of the team, its resources, the expectations for what the team is to accomplish, the timelines, decision-making authority, and how the team relates to the broader College strategy and goals.

The team itself thinks through and creates a draft charter, including team goals, stakeholder requirements, and strategies for goal accomplishment.

Together, they review and finalize the team charter, adding the process that will be used to review team progress on a regular basis.

1. Purpose of the Team (*What is this team expected to accomplish?*)

As charged by GRCC's Academic Governing Council (AGC), the General Education Review Team is responsible for determining the outcomes for each of the distribution categories, defining the criteria that will be used in making decisions about inclusion of courses in the general education distribution areas, and reviewing courses according to that criteria.

2. Decision-making Context and Scope (*What level of decision-making authority does this team hold?*)

The General Education Review Team is an AGC Standing Committee and is responsible, per AGC Bylaws, for gathering information and making recommendations to AGC, in addition to the charge outlined above. Faculty participation and leadership are essential to the Team's primary work of reviewing courses and determining their eligibility for inclusion in GRCC's general education offerings.

3. Team Goals, Action Projects, and Timelines (*How will this team proceed to accomplish their purpose? I.e. what will they do?*)

The General Education Review Team will proceed to accomplish the following on an annual basis: review new course and course revision proposals to make decisions about the courses included in GRCC's general education program. The Team will also consider the entirety of GRCC's general education program (philosophy statement, distribution areas, outcomes, inclusion criteria, and course review schedule) every five years, or as deemed appropriate by AGC and/or the AGC Executive Committee.

4. Stakeholders and their Key Requirements (*For whom is this team doing their work? What do they want?*)

The Team is doing their work for the benefit of GRCC students, faculty, and staff. The key requirements are a well-defined general education program with clear and meaningful learning outcomes and course offerings that align to related college policies; GRCC's Vision, Mission, Values, and Goals; and the Michigan Transfer Agreement (MTA).

5. Resources Needed (*both people and budget*)

- Team members' time.

- The participation of faculty members and staff from across the College.

6. Troubleshooting Path (*How will unresolved issues or roadblocks be handled?*) The General Education Review Team will attempt to resolve issues or roadblocks as a group. Similar to AGC the Team will handle decision-making through motions and voting. In the event of unresolved issues or roadblocks, the Team will attempt to best to address them, as necessary and appropriate. If the Team cannot find resolution, the Team's Chair will seek guidance from the AGC Executive Committee. If requested, the Team will utilize the AGC Committee Action Form to document any issues or problems and the Team's recommendations for the resolution of an issue or problem.

7. Requirements for Integration with other Departments or Teams (*How does this Team interface with others doing concurrent work?*)

- This Team will involve academic departments who are creating and/or revising courses for inclusion, or who are utilizing courses being reviewed for continued inclusion, in GRCC's general education offerings.
- The General Education Review Team will also interface with the Academic Governing Council, Curriculum Approval Team, CAP 1.2/ HLC Assessment Academy Team, Deans' Offices for Schools impacted by General Education, and Instructional Support office.
- The Team will provide reports to the Academic Governing Council, and other teams, as needed and/or requested.

8. Review Progress (*How and when will the work of this team be reviewed?*)

- This Team will report overall progress to the Academic Governing Council, as requested.
- The Team will review its work through an annual report.
- The Team will review GRCC's General Education program every five years, as noted above. This review will be informed by the work of the CAP 1.2/ HLC Assessment Academy Team, which is leading the assessment of GRCC's General Education Learning Outcomes.

9. Team Leader, Current Members, and Membership Specifications

Are team members appointed? Volunteers? Is team membership permanent?

Term-limited? Is this team accepting new members?

Please also list the current members on the Team by name.

The General Education Review Team's members are volunteers. The composition of the Team is intended to provide balance across the areas of the College that interface with general education. The Team currently does not have permanent membership or term limits, and accepts new members prior to the start of the academic year subject to AGC approval. All members are expected to report on this team's work, as appropriate and applicable, to their respective College departments/units.

- Sheila Jones, Dean of Instructional Support (Chair)
- Ann Alexander, Professor, Business
- Dana Borzea, Assistant Professor, Communication Studies
- Dillon Carr, Assistant Professor, Anthropology
- Erika Bolig, Director of Institutional Research

- Gary Ebels, Department Head and Professor, Criminal Justice
- Gordon Vurusic, Professor, Language & Thought
- Jennifer Batten, Professor, Physical Sciences
- Julie Lackscheide, Program Director, Radiologic Technology
- Leigh Kleinert, Interim Associate Dean, School of Arts and Sciences
- Lynnae Selberg, Associate Professor, Academic Advising & Transfer Center
- Matt Novakoski, Director of Transfer & Articulation Services
- Mike Miller, Director of Curriculum Development and Assessment
- Patrick Prominski, Assistant Professor, English
- Susan Davis, Professor, English
- Valerie Butterfield, Registrar

10. List the major team accomplishments over the past year. (What are your outcomes?)

- Conducted Overview of General Education Review Team and General Education at GRCC
- Updated Team Charter
- Continued use of General Education Review Team Course Review Checklist & Guide for reviewing Curriculog proposals to determine if courses meet general education criteria
- Reviewed and approved final draft of recommendation for AGC decision on General Education Learning Outcomes
- Reviewed and affirmed one revised course for inclusion in GRCC's general education offerings
- Expanded Team Membership to include broader representation of SAS and SWD faculty members
- Approved AGC General Education Decision Implementation Recommendation
- Approved draft of the new AGC decision on General Education Learning Outcomes
- Held virtual team meetings in 2020-21
- Drafted 2020-21 Annual Report

11. List the major team goals for the upcoming year. (*What do you plan to accomplish as a team in 2021-22?*)

- Continue to promote broader understanding of GRCC's general education program via discussions at team meetings and professional development opportunities
- Collaborate with CAP 1.2/HLC Assessment Academy Team to review general education learning outcomes assessment data and department continuous improvement plans
- Complete timely review of proposed general education courses

12. Please describe any current challenges the team is facing.

The team is anticipating a busy meeting calendar due to limitations of time based on other policies and processes within the college. The team also realizes that it is operationalizing new criteria and will continue to work to achieve our goals accordingly.