**General Education Voting Process and Principles**

In keeping with SACS Comprehensive Standard 3.4.10, *the institution places primary responsibility for the content, quality, and effectiveness of the curriculum with its faculty,* the Curriculum Committee will serve as the eligible voters for changes to the General Education program. However, effective collaboration and communication will be a part of all General Education decisions made at the college.

* All stakeholders will be included in the process
* Stakeholders will be aware of their roles in the process
* The process will be inclusive of concerned faculty
* There will be clear and open paths for communication
* Results will be student centered particularly addressing program integrity
* Data will inform the process
	+ Effects on AS programs and pre-majors
	+ Transferability
	+ Impact on course section offerings of related courses

For a faculty member or dean to initiate a proposal to include a course in general education institutional hours:

1. The initiator will notify the co-chairs of the College-wide Curriculum Committee (CCC) of the proposal to include the course in a general education subject area. For adequate preparation time, this should occur at latest in early summer.

2. A co-chair will help organize a work team including at minimum the initiator, her/his dean, and the general education dean for the subject area. This group will prepare a portfolio for the proposed course that includes

* A list of stakeholders that should be notified
* Course outline
* General Education assessment plan
* Gen Ed template
* Transferability data
* Impact assessment (enrollment, program integrity, etc)
* Communication plan

3. Once the portfolio is complete, a co-chair will schedule a face-to-face forum at an appropriate time and location that gives stakeholders an opportunity to learn about the proposal and provide feedback. Stakeholders will be notified both about the forum and that comments on the CCC blog will be considered by the CCC in the decision process.

4. If the initiator chooses to move the proposal forward, it will be considered by the CCC at the November meeting. The decision will be based on the college’s general education principles, the content of the portfolio and the feedback collected at the forum and through the blog.