

## **GEP Oversight Policy on course certification**

### **GEP Course Certification**

#### **Submission**

Instructors seeking course approval in one of the five GEP certification areas – First Year Seminar/Adult Learning Seminar, Faith and Reason, Ethics Intensive, Writing Intensive, and Diversity/Globalization/Nonwestern Area Studies – should submit the following materials to the relevant certification committee chair:

- Evidence of departmental or program approval for the course
- A complete syllabus that includes relevant GEP learning objectives and connects those objectives to course assessment measures
- Supplementary materials required by the committee (normally a statement explaining how the course meets the certification criteria)

Instructors should consult certification criteria before submitting courses for approval. These criteria are available at the Faculty Senate Blackboard workspace and the GEP website:

<http://www.sju.edu/int/academics/resources/gep/certification.html>

Proposals should normally receive certification by the beginning of pre-registration in order to count for GEP credit during the following academic period. Specific submission deadlines (and decision deadlines) for new approvals in the certification areas are set by the GEP Oversight chair and communicated to faculty at the beginning of each semester.

#### **Certification**

Certification committees function by majority vote. Committee chairs shall call for a vote after members have reviewed and deliberated about proposals, according to the following procedural norms:

- Proposals should be evaluated in terms of the stated certification criteria
- All committee members should review submission materials before decisions are reached
- Proposals should be discussed before a final vote is taken, where discussion may proceed over email, or through some other shared electronic medium, or at a committee meeting
- Committee members should be prepared to explain their votes if called upon to do so

Once a course is approved the certification chair should inform the proposer or contributing faculty member, the department chair or program director, the Registrar, the CAS and HSB Advising Centers, and the GEP Oversight chair.

The GEP Oversight chair should advise the Registrar about whether GEP attributes for approved courses should be placed at the section level or the catalog level.

Chairs must communicate the relevant reasons to proposers for any rejection decisions or revise and resubmit decisions in a timely manner.

### **Other Certification Policies**

Certification means that the submitted syllabus has been approved for GEP credit. Department chairs and program directors should use their discretion in determining which sections of an approved course should be scheduled for GEP credit, consistent with the GEP policy concerning certification by section:

<http://www.sju.edu/int/academics/resources/gep/PDF/certify-by-section.pdf>

and the GEP policy concerning certification in nonstandard course formats:

<http://www.sju.edu/int/academics/resources/gep/PDF/summer-intersession.pdf>

With respect to previously certified courses, certification committees may ask to see the syllabus for any course scheduled (or proposed to be scheduled) for GEP credit in order to verify that the course still meets the relevant criteria. Courses that do not meet the relevant criteria must be revised and reapproved before being scheduled again for GEP credit in subsequent semesters.

### **Appeals**

Rejection and revise/resubmit decisions may be appealed. Reasons for appeal include:

- The certification committee did not follow the proper procedural norms (noted above)
- The certification committee acted in manner thought to violate the professed values or responsibilities of the SJU faculty, as those values and responsibilities are described in the SJU Faculty Handbook

The petitioner should provide a written rationale for the appeal and submit that rationale along with the original submission materials to the GEP Oversight (GEPO) committee. The GEPO has the right to determine whether or not the case merits an appeals investigation.

If an investigation is warranted, then the GEPO chair will seek any needed additional information from the petitioner and the certification committee members. Members of the GEPO should then discuss the matter and decide (by vote, if necessary) whether or not to take additional action. Potential additional actions include (1) asking the certification committee to review the submission again, consistent with procedural norms and (2) providing provisional approval for a specified period of time, subject to the condition that the proposer submit a revised version of the course to the certification committee.