

## **GE Course Coordinator Policy Department of Psychology**

Accepted as department policy effective September 6, 2022

**Vote:** Approve (14.6), Do not Approve (0), Abstain (1)

**PSYCHOLOGY GE COURSES:** Psyc 1 Intro to Psychology (Core GE Area D1)  
Psyc 2Q Identity Development & Prejudice (Core GE Area E)  
Stat 095 Elementary Statistics (Core GE Area B4)  
Psyc 100W Writing Workshop (SJSU Studies Area Z)  
Psyc 191 Psychology of Prejudice (SJSU Studies Area S)

### **GE Coordinator Duties and Responsibilities**

- Create, maintain, and update the GE assessment schedule outlining the semester(s) in which each of the GE SLO(s) will be assessed
- Review posted syllabi using the faculty syllabus checklist in GE handbook and alert faculty to any issues.
- Ensure all sections of the GE course align with appropriate GE SLO(s) through review of posted syllabi.
- Proactively reach out to meet with new and on-going instructors to discuss/answer questions and concerns about GE assessment
- Gather relevant assessment data from each instructor at the end of semester
- File GE Annual Assessment Report for all sections of the course by designated deadlines
- Prepare and write GE Assessment Report for inclusion in department's Program Planning Self-Study (once every 7 years)

**ELIGIBLE FACULTY:** All tenure/tenure-track faculty are eligible to fulfill the role of GE Course Coordinator.

GE Course Coordinators must meet **AT LEAST 1** of the following qualifications: 1) knowledge/expertise of the course subject matter; 2) currently teaching the course; or 3) previously taught the course. Temporary or part-time instructors **MAY** serve as GE Course Coordinators and will receive additional compensation (TBD) for their service in this role.

\*\*\* Serving as a GE coordinator is a significant service to the department and should be listed as such in Annual and Cumulative Summaries of Achievement.

**TERM/TERM LIMIT:** GE Course Coordinators will serve for a **4-year term**. At the end of the 4-year term, coordinators and Department Chair will discuss whether they will **serve another 4 year term OR rotate off**.

GE Coordinators will serve a **maximum of 2 consecutive 4-year terms** and must rotate off at the end of those 2 terms (8 years). After a new GE coordinator serves the next 4-year term, the prior GE coordinator may volunteer to serve again for a maximum of 2 consecutive 4 year terms before rotating off again.

**SELECTION PROCESS:** All tenure/tenure track faculty and temporary/part-time instructors may volunteer to serve as a GE Course Coordinator.

If there are no volunteers, the Department Chair, in consultation with the current GE Coordinator, will assign individual faculty members to this role. If there are multiple faculty members interested in serving as GE Coordinator for a specific course, the Department Chair, in consultation with the current GE coordinator and/or Executive Committee, will select amongst the volunteers.