Standard Operating Procedure

Procedure Title: Approval of General Education Proposals
Procedure #: CC.004
Revision #: 02

Unit Responsible: Curriculum Committee
Individual Responsible: Chair, Curriculum Committee

Effective Date: 05/18/2020

Initial Approval Date: 03/20/2019
Last Review/Update Date: 05/01/2020
Next Review Date: 05/01/2023

*Does this procedure support a Board Policy? Yes
   If yes, identify: 3.006

   Board policies can be found at: [LCC Board of Trustees Policy Page](#)

*Does this procedure support HLC criteria? Yes
   If yes, identify: 3A, 3B, 4A, 4B

   HLC Criteria can be found at: [HLC Accreditation Criteria](#)

*Does this procedure support a State or Federal Regulation? No
   If yes, identify: n/a

*Note: Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.
Approval of General Education Proposals, BP: 3.006

1. **Purpose**

   To establish a process by which all General Education proposals will be reviewed by the Curriculum Committee (CC), a faculty-led committee, in order to ensure consistency across the various divisions of the college.

2. **Scope**

   This procedure applies to all General Education proposals proposed by the faculty of Lansing Community College.

3. **Prerequisites**

   n/a

4. **Responsibilities**

   The Chair of the CC is responsible for overseeing each stage of this Standard Operating Procedure (SOP). The CC will be responsible for overseeing the detailed review and for conducting due diligence with regard to reviewing General Education proposals.

   Faculty proposing that courses be added to LCC’s General Education options for Associate Degrees (either General Education – Applied Degrees or General Education – Transfer Degrees [MTA – Michigan Transfer Agreement]) must follow their divisional processes, leading to approval by their Dean. This includes completing the proper CC forms for submission of General Education proposals.

   Academic Affairs is copied on all CC communication so that the College is able to maintain a record of all CC proposals. Academic Affairs will provide support for the CC Chair.

5. **Procedure**

   1. The CC Chair sends out an announcement and college-wide call for General Education proposals. In addition, proposals may be submitted at any time.

   2. A form is then sent from the Dean or Designee to the Chair of CC. If form is in order, the arrival date is recorded and the CC Chair or designee forwards proposal to the CC and Director of Assessment.
3. The CC reviews the proposal and places on the next CC meeting Agenda. If necessary, the CC Chair or designee will communicate with the contact person listed on the proposal and copy the CIMT representative.
4. If approved, the CC Chair will forward the proposal to the Academic Senate President for Senate review.
5. Following the Academic Senate Review, the General Education Proposal will be forwarded to the Provost for final approval.
6. The CC Chair will send a decision letter to proposal faculty, the Divisional Dean, and CIMT representative.

6. Reference

General Education Process

7. Definitions

- Curriculum Committee (CC) – a subcommittee of the Academic Senate charged with providing leadership and support related to academic courses and curricula to ensure that academic standards are maintained.
- Course Information Management Team (CIMT) – a college-wide committee charged with managing data, information and processes to coordinate and implement aspects of academic course scheduling and instruction.