

New Jersey Community College Policy on
General Education Credit
August 15, 2007

Policy:

Community Colleges shall construct associate degrees and certificates in such a manner that they are consistent with all existing applicable NJCHE regulations and the Academic Issues Committee manual of the NJ President's Council. All general education courses shall satisfy the criteria for the New Jersey Community College (NJCC) **General Education Foundation** credit. The general education portion of all associate degrees and certificates shall match the distributions and totals as set forth in the NJCC **General Education Foundation**.

1. The NJCC **General Education Foundation** policy represents and specifies the exact number, type, and total general education credits that degrees and certificates are licensed to contain.
 - a. General education coursework 1-2 credits in excess of the NJCC **General Education Foundation** may be included in the general education portions of any degree or certificate as long as the program stays within the 66 credit maximum.
 - b. Coursework in excess of the NJCC **General Education Foundation** and the 1-2 credits discussed above shall be considered support courses for the major and subject to transfer and articulation policies and procedures governing the program course work.

2. The Academic Officers Association (AOA) is responsible for the affirmation of and continued compliance with this policy. The AOA is responsible to reaffirm course compliance every two years.

Rationale

Two recent reviews of the community college curriculum have been completed in September 2006 and May 2007. The findings were the following:

- Associate degrees and certificates were identified that had either not enough (insufficient) or too much (bloat) coursework when compared to the distributions and requirements as set forth in the NJCC **General Education Foundation**
- Locally approved general education courses did not satisfy the general education course criteria (drift) inherent in the NJCC **General Education Foundation**.
- Community colleges require students to complete an array of courses that neither match NJCC **General Education Foundation** nor fulfill requirements within a program.

New Jersey Community College Procedure
Governing the Operation of the General Education Coordinating Committee
August 15, 2007

1. The NJ CC Academic Officers Association (AOA) shall establish a sub-committee of AOA called the General Education Coordinating Committee or GECC.
2. The GECC will be charged to:
 - a. Facilitate the communication regarding the NJCC GE among and on the CC campuses,
 - b. Act as a repository of general education best practices (in particular assessment), policies, and procedures,
 - c. Promote faculty development in support of the understanding and application of general education policies,
 - d. Identify and report on changes in the general educational landscape, and
 - e. Establish procedures for and conduct the General Education Course Review (see 6)
3. The membership of GECC will be composed of:
 - a. One faculty member from each CC, who represents an expertise broad enough to cover the nine general education goals and categories, and who is asked to serve by the local chief academic officer (CAO) of the college,
 - b. Additional academic officers, chief academic officers, and a student development officer, who are asked to serve by AOA, and
 - c. A chair who is a CAO and is appointed by AOA.
4. The GECC will meet twice a year in the fall and spring semester following a regular AOA meeting. As needed, additional meetings may be scheduled including a workshop to create opportunities to investigate and discuss issues at greater length.
5. Each CC will have one vote on actions involving policies and recommendations.
6. The General Education Course Review
 - a. Each CC is responsible for reviewing and approving the courses for the institutions general education program.
 - b. All courses approved by an institution as satisfying the NJCC Gen Ed Foundation are submitted by the institution to GECC.
 - c. The GECC will review and affirm all courses previously approved by a CC as having satisfied the criteria for general education credit.
 - d. When the GECC acts to affirms, that courses have satisfied the criteria for general education credit, then no further reviews are required.
 - e. Courses not acted upon by the GECC will be reviewed for affirmation by the AOA.
 - i. Colleges will be given an opportunity to provide additional supporting evidence to show how a particular course satisfies the criteria prior to AOA review.
 - ii. GERC may be asked to provide additional information in support of AOAs reviews of general education course work.