

**UNLV Faculty Senate  
General Education Committee**

**Report to the Faculty Senate Chair on Committee  
Activities in the 2021-2022 Academic Year**

**May 13, 2022**

The UNLV Faculty Senate General Education Committee (FSGEC) had a productive 2021-2022 academic year. The committee performed its normal duties throughout the year, holding well-attended monthly meetings, and considered a number of student and course petitions. The committee completed a set of charges assigned by the Faculty Senate, and also performed extra research on the state of General Education at UNLV.

## COMMITTEE CHARGES FOR 2021-2022

The Faculty Senate General Education Committee received the following charges from the Faculty Senate for the 2021-2022 AY:

The charge for this committee detailed in the Faculty Senate Bylaws is:

**6.8...**shall periodically review policy regarding general education, recommending revisions in current policy whenever desirable. It shall also be responsible for:

**6.8.1** - Ruling on exceptions to the general education requirements and if necessary, granting modifications in the core requirements sufficient to restore previously existing graduation requirements in programs, departments or colleges.

**6.8.2** - Reviewing content areas in the general education core, adding or deleting courses or content as necessary.

**6.8.3** - Monitoring the general education program to ensure appropriate implementation.

Additionally, for 2021-22, the committee is charged to:

- 1) Revise all committee forms to comply with accessibility standards and then ensure that all information and forms are linked on the Faculty Senate website and cross-linked with General Education at the Provost's website.
- 2) Create a flow chart of approval processes for General Education, International and Multicultural courses.
- 3) Work with the Diversity, Equity & Inclusion committee to develop language to accompany the flow chart that includes these elements in descriptions.
- 4) Conduct an election for chair of the committee for the 2022-23 academic year no later than March 15, 2022.
- 5) Generate a report on all activities, including record of committee meetings and attendance, delivered to the Chair of the Faculty Senate no later than May 13, 2022.

In the rest of the report, we provide the details of the work that we performed.

## COMMITTEE MEETINGS/ATTENDANCE 2021-2022

During the 2021-2022 AY, the committee met as was necessary to complete committee business in a timely manner. We officially convened seven different FSGEC meetings on Fridays on the following dates:

- September 17, 2021
- October 22, 2021
- December 3, 2021
- February 10, 2022
- March 4, 2022
- April 1, 2022
- April 29, 2022

No scheduled committee meetings were canceled since the committee performed research all year as part of our charges, but also the committee took the initiative to examine General Education at UNLV over the past ten years (see accompanying report).

Committee meetings were well attended and we easily achieved a quorum at every meeting. Committee membership in 2021-2022 was as follows:

- Chair: Ed Nagelhout, Term expires June 30, 2022
- School of Business: Bill Robinson, Term expires June 30, 2022
- College of Education: Shaoan Zhang, Term expires June 30, 2022
- College of Engineering: Melissa Morris, Term expires June 30, 2023
- College of Fine Arts: Dolly Kelepecz, Term expires June 30, 2023
- Division of Health Sciences: Andrew Thomas Reyes, Term expires June 30, 2022
- Honors College: Michael Chin, Term expires June 30, 2023
- College of Hospitality: Cass Shum, Term expires June 30, 2022
- College of Liberal Arts: Carlos Dimas, Term expires June 30, 2023
- College of Sciences: George Buch, Term expires June 30, 2023
- College of Urban Affairs: Lindsey Tegano, Term expires June 30, 2023
- University Libraries: Brittany Fiedler, Term expires June 30, 2023
- Undergraduate Education, Laurel Prichard, Ex-Officio
- Undergraduate Student Representative: Janah Esplana Balane

Meeting attendance by elected voting members of the committee in 2021-2022 was as follows:

<b>Mtg Date</b>	<b>9/17</b>	<b>10/22</b>	<b>12/03</b>	<b>2/10</b>	<b>3/04</b>	<b>4/01</b>	<b>4/29</b>
<i>Nagelhout</i>	P	P	P	P	P	P	P
<i>Robinson</i>	P	P	P	P	P	P	P
<i>Zhang</i>	Z (MM)	P	P	P	P	Z (CS)	Z (EN)
<i>Morris</i>	P	P	P	P	P	P	Z (WR)
<i>Kelepecz</i>	P	P	P	P	P	P	Z (CS)
<i>Reyes</i>	P	P	P	P	P	P	P
<i>Chin</i>	P	P	P	P	P	P	P
<i>Shum</i>	P	P	P	P	Z (DK)	P	P
<i>Dimas</i>	P	P	P	P	P	P	P
<i>Buch</i>	P	X	P	P	P	P	P
<i>Tegano</i>	P	P	X	P	P	P	X
<i>Fiedler</i>	P	P	P	P	Z (SZ)	P	P
<i>Esplana</i>	P	P	P	X	P	P	X

P=Present - X=Absent - Z=Proxy

## COMMITTEE WORK/ACCOMPLISHMENTS 2021-2022

Committee business during our meetings normally consisted of student general education petitions and general education course petitions. For this academic year, we also completed work associated with our charges and performed research for a 10-year review of General Education at UNLV, mostly outside committee meetings. We did, however, discuss all of this work regularly at our meetings.

### *STUDENT AND COURSE PETITIONS - TOTALS*

During the 2021-2022 AY, the committee considered and voted on nine student petitions, approving five, denying three, and sending one back to the appropriate advising center for reconsideration.

At this same time, the committee also considered and voted on nine course petitions, approving one, denying five, tabling two, and sending one back to the department for reconsideration. This record of approval/disapproval was somewhat unusual, historically, but the committee wanted to look more closely at the criteria for approving general education courses, and, in many respects, was motivation for the extra research that the committee conducted during this academic year, which we discuss in more detail below.

### *ADDITIONAL COMMITTEE CHARGES*

As noted above, the committee was also charged with five additional tasks for the 2021-2022 AY: 1) revising all committee forms to comply with accessibility standards; 2) creating a flow chart of approval processes; 3) working with the Diversity, Equity & Inclusion committee to develop language to accompany the flow chart; 4) conducting an election for chair of the committee for 2022-2023 AY; and 5) generating a report on all activities.

**1) Revising all committee forms**

A subcommittee formed to check and/or revise all committee documents for accessibility. The Chair of the Faculty Senate had begun the process of converting the documents, but the subcommittee put all forms through the same process:

- All forms were converted to Word and checked for accessibility in Word to ensure consistency, including the addition (where necessary) of alternative text for graphics, the incorporation of heading styles to ensure easier reading, the effective use of tables, and updates to color contrast to ensure accessibility.
- All forms were then converted back to PDF format, with fillable fields added after the conversion. The PDF files were then re-checked for accessibility in Adobe PDF.
- At the conclusion of the process, all forms passed.

In all, the subcommittee updated four course petition forms by editing for consistency; they converted the four general education criteria information guidelines to a newer format; they verified accessibility for the two course lists, and revised/edited fully the one student petition form.

The student petition form was given special attention since it is a form used by all students and should be very sensitive to accessibility requirements. This document went through numerous revisions and edits based on feedback from multiple accessibility teams until it was accurate and fully accessible.

The committee would like to acknowledge the assistance and valuable insight provided to the subcommittee by Jerra Strong, UNLV Web Accessibility Specialist, Yvonne Houy, an Accessibility Specialist in the College of Fine Arts, and Cameron Kokol, a student worker in the Fine Arts Dean's Office who patiently helped work on many iterations of the document.

All forms are attached to the email as part of this report.

**1A) Adding FSGEC Course Petitions to Curriculog**

The previous Chair of the Faculty Senate General Education Committee began discussing the possibility for converting all FSGEC course petition forms to Curriculog. The committee discussed continuing these plans and creating a Curriculog form to replace all of the current PDF forms. The committee voted unanimously to pursue this option for a variety of reasons, including the centrality and accessibility of the forms in

Curriculog, the ease of use, and the greater transparency of the approval process.

The current FSGEC Chair then contacted Ruth Garay in the Office of the Registrar to begin the process. They worked on creating a working draft of the Curriculog form during the Fall 2021 semester, combining all of the course petitions into a single Curriculog request. A completed draft was shared with the committee for review in February 2022. Members of the committee were asked to review the draft and also to share the draft with select faculty in their college for review.

### **1B) Final Transition to Curriculog**

After getting a range of suggestions from the review, Ruth Garay made final revisions and edits. The final form will be ready for use at the end of the Spring 2022 semester. The goal of the committee is to move the access information for all course petition forms in Curriculog to the FSGEC web page over the summer so that faculty can use these forms beginning in Fall 2022.

### **2) Create a flow chart of approval processes**

A subcommittee formed to plan and create a flow chart that showed graphically the approval process for student petitions. The subcommittee began by reviewing the student petition form and developing the flow graphically to represent the review path of a submitted form through the system.

Once the flowchart was created, the document was shared with the Office of Accessibility for feedback and to learn how to make sure that the flow chart was fully accessible. Based on that meeting, the flow chart was revised and edited to meet the accessibility requirements necessary for posting the document on the UNLV Website.

The completed flow chart was shared with the FSGEC committee for final review and approval.

The final version of the FSGEC General Petition Flow Chart is attached to the email as part of this report.

### **3) Working with the Diversity, Equity & Inclusion committee**

Once we had a completed draft of the Flow Chart of the approval process, we shared it with the Diversity, Equity & Inclusion committee to develop language to accompany the flow chart. We did not receive any feedback or suggestions on our completed draft; in fact, we did not hear back from the DEI committee at all, so we proceeded under the assumption that our

completed draft was acceptable and have submitted it in this final form with this report.

#### **4) Conducting an election for chair of the committee for the 2022-23 AY**

At our meeting on April 1, we held an election for chair of the committee for the 2022-2023 AY. Current Chair Ed Nagelhout stood for re-election. No one else chose to run, so after a motion and a second, the committee voted 12-0 for Dr. Nagelhout to serve as Chair a second year.

Since Dr. Nagelhout has stated that he only wanted to serve as Chair of the Committee for two years, the committee followed precedent by electing an Associate Chair for the coming year, with the understanding that this person would then serve as Chair for the 2023-2024 AY. Dr. Cass Shum volunteered to stand for election. After a motion and a second, the committee voted 12-0 for Dr. Shum to serve as Associate Chair of the Faculty Senate General Education Committee in 2022-2023 AY, with the understanding that Dr. Nagelhout will introduce her to the responsibilities of the Chair over the course of the year, thus providing a smooth transition to Chair for her in 2023-2024.

#### **5) Generating a report on all activities**

The current Chair of the Committee has chosen to provide drafts of the committee annual report for committee review and feedback. The committee received a first draft of this report before the final committee meeting, and then received a revised, more complete draft to offer final comments/revisions/edits on May 9. The final version of the annual report will be submitted on May 13.

#### ***ADDITIONAL SELF-ASSIGNED CHARGE: 10-REVIEW OF GENERAL EDUCATION***

The current UNLV Faculty Senate General Education Committee took it upon themselves to perform a ten-year review of General Education, since the last major update to the core curriculum. The primary goals for this review were as follows:

- understand current General Education materials and procedures
- discover how faculty and advisors feel about General Education
- determine ways that the committee can be proactive in the future to best support General Education and its stakeholders
- develop more effective and more efficient procedures for committee work in the future

This was not a comprehensive review, since our time and resources were limited but, instead, targeted three key areas of interest to the committee: General Education Assessment, Approved General Education Courses, and Surveys of Key General Education Stakeholders. A separate report of our findings and recommendations accompany this annual report.

***OTHER COMMITTEE DISCUSSIONS AND CONSIDERATIONS***

The committee was kept informed on issues important to General Education at UNLV from a variety of visitors to committee meetings.

The first was an excellent presentation that proposed adding a Diversity Requirement to the General Education Core Curriculum from COLA Student Senator Ava Carino and graduate student Kristine Jan C. Espinoza. Overall, the proposal was compelling and well-received by the committee. We have taken the information presented into account as part of our 10-year review, and will pass on the proposal to Dr. Jacob Thompson, the new Director of General Education, for consideration.

A second presentation focused on the Online General Education Academy from Dr. Beth Barrie, Director of the Office of Online Education at UNLV. In short, each college has selected the courses and instructors and assigned more than 35 faculty founders to co-create the online course templates. These founders will work one-on-one in Spring 2022 in preparation for launching the courses in Fall 2022.

A third presentation from Dr. Jeff Orgera, the Associate Vice Provost for Student Success, described a new dual enrollment initiative policy that passed the NSHE Board on December 2, 2021. This was important information for the committee since most of the courses being offered by high school teachers, with the help of UNLV faculty, are primarily general education courses.

Finally, the committee took part in the search for a new Director of General Education and Undergraduate Curriculum. Dr. Nagelhout represented the committee as a part of the search committee. He kept the committee up-to-date as the search progressed, and during the virtual campus visits for the two finalists, time was set aside for the committee to meet with the candidates.

**FINAL NOTE**

The committee maintained its commitment to committee transparency and to committee record preservation by distributing all committee documents electronically, and by preserving all committee documents—most importantly meeting agendas, meeting minutes, all meeting presentation files, and student and course petitions—on a shared electronic drive.

---

This report is respectfully submitted to Dr. Shannon Sumpter, the outgoing Faculty Senate Chair, Dr. Rhonda Montgomery, the incoming Faculty Senate Chair, and Dr. Jacob Thompson, the incoming Director of General Education, on May 13, 2022.

Dr. Ed Nagelhout  
Chair, Faculty Senate General Education Committee