



Standard Operating Procedure

Procedure Title: General Education Proposal Approval

Procedure #: CC.004

Revision #: 05

Unit Responsible: Curriculum Committee

Individual Responsible: Chair, Curriculum Committee

Effective Date: 07/21/2023

Initial Approval Date: 03/20/2019

Last Review/Update Date: 07/21/2023

Next Review Date: 07/01/2026

***Does this procedure support a Board Policy?** Yes

If yes, identify: [3.060-Assessment of Student Learning Outcomes](#)

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.



General Education Proposal Approval, BP 3.060

1. Purpose

To standardize the process by which all General Education proposals will be reviewed by the Curriculum Committee (CC) in order to ensure consistency across the various divisions of the college.

2. Scope

This procedure applies to all General Education proposals submitted by the faculty of Lansing Community College (LCC).

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.

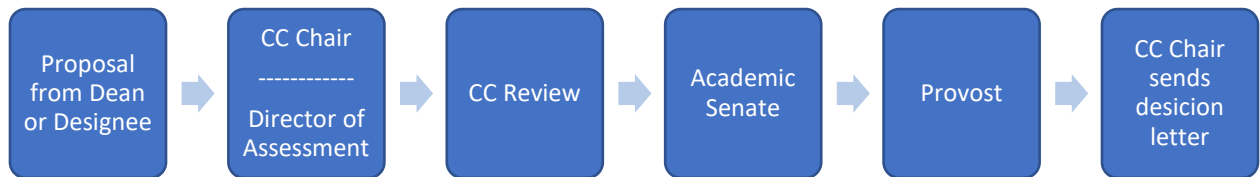
5. Procedure

1. The CC Chair sends out a College-wide announcement for General Education proposals through standard internal communications such as The Star and Operations emails, Academic Senate, and Divisional Newsletters. Although there is a priority deadline, proposals may be submitted at any time. When proposals do not meet the priority deadline, the update to General Education may be delayed until the following academic year.
2. A Program representative will submit the 5-star ticket called [Request for MTA or for General Education-Applied Degrees](#). The appropriate forms can be found on the landing page of 5-star ticket or on the [Curriculum Committee webpage, Forms tab](#).

3. The Academic Affairs Project Coordinator (AAPC) will review the form(s). If form(s) are in order, the arrival date is recorded and the AAPC will forward proposal to the CC and Director of Assessment.
4. The CC reviews the proposal and places it on the next CC meeting Agenda. In the event of any questions or concerns, the CC Chair or designee will communicate with the contact person listed on the proposal and copy the CIMT representative and/or designee.
5. If the proposal is approved at the full CC meeting, the AAPC will forward the proposal to the Academic Senate President for senate review.
6. If Academic Senate approves the proposal, the AAPC will forward the proposal to the Provost for review.
7. If the proposal is approved by Provost,
 - a. AAPC will forward a decision letter to the Dean, CIMT representative and designee, and contact person on proposal.
 - b. A copy of decision letter and approve proposal will be maintained on the O: drive workspace.

6. *Reference*

General Education Process



5-Star Ticket and forms: [Request for MTA or for General Education-Applied Degrees](#)

Forms: [Curriculum Committee webpage, Forms tab](#)

[LCC General Education webpage](#)

7. *Definitions*

- Curriculum Committee (CC) – a Standing Committee 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. Academic Coordinators may serve as designees.