

DRAFT Proposal for new GEAR Director position at HSU

August 21, 2013

GEAR Committee

Rationale: After participating in the 2013 AAC&U Summer Institute for General Education and Assessment, the members of the current HSU GEAR committee have learned that many institutions employ at least a part-time Director of General Education, who is also most often a faculty member. As the Institute mentor for HSU, Dr. Gail Evans (AAC&U faculty member, former Dean of Undergraduate Studies-San Francisco State, and recent WASC accreditation team member to HSU) concluded that a General Education Director position of at least .4 time was integral to the successful implementation of GEAR curriculum reform and a meaningful and sustainable system of assessment. The new Director of GE will serve as the central campus figure responsible for GEAR curriculum, providing leadership to increase GEAR visibility on campus and advocating for the importance of an integrated and cohesive general education curriculum. This leadership will also improve faculty understanding of and cooperation with the assessment of GEAR courses.

Responsibilities:

- Coordinate all aspects of the General Education Program (GEAR) including:
 - Assessment
 - Course development
- Program review and reporting to the Provost and Vice President of Academic Affairs
- Advocate for the importance of GEAR curriculum by communicating:
 - GEAR courses as central to student success at HSU
 - Relationship between GEAR and the HSU brand
 - Integration of GEAR with the HSU Vision and Mission
 - GEAR as a vehicle to promote a common cause across academic fields

Specific duties:

A part time Director of GEAR Curriculum will:

- chair meetings for and assure the progress of the GEAR Committee
- complete annual program review of GEAR curriculum and assessment
- serve as a resource for students and faculty regarding the transfer of general education courses as consistent with Exec. Order No. 1065
- serve as *ex officio* member of the Academic Policies and Integrated Curriculum Committee (ICC)

A full time Director of GEAR Curriculum will also:

- work with Deans, Department chairs, faculty and other campus constituents to establish and maintain an effective distribution model for GEAR

- work with Deans, Department chairs, faculty and other campus constituents to establish and maintain an effective assessment plan for GEAR courses
 - represent Humboldt State at state articulation and transfer meetings
 - maintain the GEAR web page (either directly or in consultation with technology specialist)
 - work with the Institutional Research Analyst and Director of Educational Effectiveness to conduct research regarding general education
 - prepare catalog statements for GEAR curriculum
 - attend meetings of the University Senate
 - represent GEAR at meetings of Deans other campus leaders as appropriate
 - represent GEAR at meetings of Department chairs as appropriate
 - promote scholarship in general education by participating in national organizations regarding general education, e.g., the Association of General and Liberal Studies, the Council for the Administration of General and Liberal Studies, and the American Association of Colleges and Universities
 - be involved in summer orientation and advising of new students
 - work effectively with Academic Programs, Student Life, Office of International Students and other co-curricular offices to provide excellent services for students
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References:

Position Search: Director-Center for University Studies and Programs (Cusp), First Year and Pre-Major Program at the University of Washington, Bothell
Internal search for a full-time faculty to serve as the Director of its Center for University Studies and Programs (CUSP) for an academic year appointment plus three months of summer, beginning in summer, 2012 (Contact: Andrea Kovalesky, Chair-CUSP)

Job Description: Core Curriculum Director-Goshen College:
Detailed job summary outlining duties of the Core Director (Contact: Ross Peterson-Veatch, Core Director)

Job Description: GE Director at Shawnee State, Ohio
Detailed job summary outlining duties of the half-time GE Director, also a faculty member (Contact: Philip Blau, GE Director and Professor of Mathematics)

AAC&U Text: [Avoiding the Potholes of General Education Reform](#), by Gaston and Goff
Stresses the importance of visible leadership, in addition to dedicated resources, and campus-wide support for and ownership of GE curriculum