



GENERAL EDUCATION COMMITTEE BY-LAWS

Saddleback College

Approved: October 23, 2020
Revised: May 7, 2024

The General Education Committee is a sub-committee of the Curriculum Committee.

I. COMMITTEE RESPONSIBILITIES

- A. Review of general education requirements for compliance with state standards
- B. Review and approval of courses for the local general education pattern
- C. Recommendations on the presentation of general education requirements in the catalog.

II. GENERAL EDUCATION COMMITTEE VOTING MEMBERS

The voting membership of the General Education Committee shall include:

- A. One representative, elected by their respective instructional areas:
 - 1. Arts, Media, Performance, and Design
 - 2. Business and Industry
 - 3. Economic Workforce Advancement
 - 4. Health and Wellness
 - 5. Humanities and Social Science
 - 6. Science, Technology, Engineering, and Mathematics
 - 7. Kinesiology and Athletics
- B. Additional voting member shall include a representative from:
 - 1. Counseling and Special Programs
 - 2. Instructional Support and Teaching Innovations
- C. If instructional areas are added, deleted, or reconfigured, the updates will supersede the list provided in II.A.
- D. Instructional areas will be defined as an area that offers at least one state approved program.
- E. In the event of a tie vote, discussion will be re-opened, followed by a second vote. If the tie persists, the General Education Committee Chairs shall cast the deciding votes.

III. GENERAL EDUCATION COMMITTEE NON-VOTING MEMBERS

- A. General Education Committee Co-Chairs- Articulation Officer and Curriculum Committee Chair(s)
- B. The following shall be considered standing advisory positions on the General Education Committee:
 - 1. Articulation Officer-1
 - 2. Curriculum Chair or Co-Chairs-1/2
 - 3. Instructional Deans or representatives-2, at least one of whom oversees CTE programs within their instructional area
 - 4. Vice President of Instruction or representative -1

IV. INDIVIDUAL GENERAL EDUCATION COMMITTEE MEMBER'S RESPONSIBILITIES

- A. Attend meetings as scheduled
 - 1. Provide an alternate if they will not be able to attend
 - 2. Notify the Academic Senate if a permanent replacement is needed
- B. Review and approve minutes and agenda
- C. Review and recommend approval of GE area course proposals using criteria defined in Appendix A (approved separately)
- D. Participate in resolving instructional area concerns between presentation of GE area course proposals and the first and second readings
- E. Stay current with Saddleback College policies and procedures for curriculum development

- F. Communicate general education topics to their constituent areas including, but not limited to:
 - 1. General education process and procedures
 - 2. General education dates and deadlines
 - 3. Resource location and access
 - 4. Topics of specific concern or interest to their instructional area faculty

V. GENERAL EDUCATION COMMITTEE CHAIRPERSONS RESPONSIBILITIES

- A. **Philosophical Duties**, the chairpersons shall:
 - 1. Provide leadership among instructional areas
 - 2. Provide leadership in the development and planning of a local general education pattern
 - 3. Oversee the updating of courses to meet general education criteria
- B. **Maintenance Duties**, the chairpersons shall:
 - 1. Develop and maintain familiarity with curriculum standards, regulations, policies, and procedures specific to general education
 - 2. Attend local and state curriculum meetings as circumstances are deemed appropriate and necessary including regional curriculum trainings, and annual curriculum institute.
 - 3. Plan and organize General Education training
 - 4. Provide orientation and ongoing training for General Education Committee Members
- C. **Selection Procedures**: the co-chairpersons of the General Education Committee are the Articulation Officer and the Curriculum Committee Chair(s)

VI. GENERAL EDUCATION COMMITTEE MEETING PROCEDURES

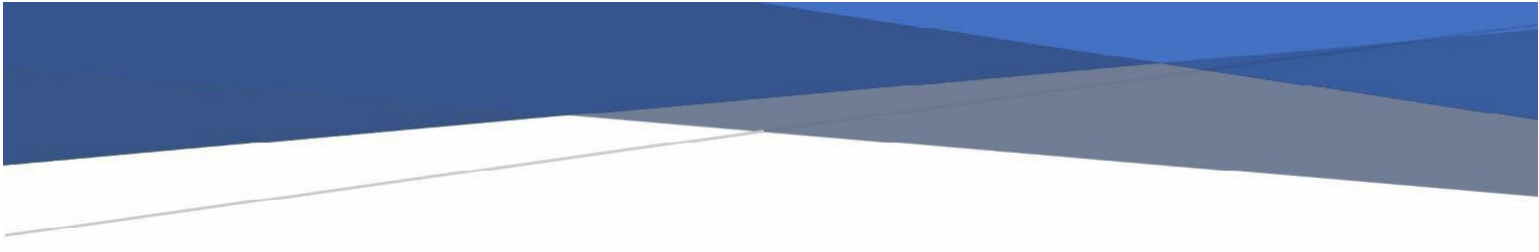
- A. **Quorum**: The meeting shall be called to order and action items addressed when a quorum exists. A quorum is 50% of the approved voting membership, plus one.
- B. **Jurisdiction**: The General Education Committee may, by majority vote, accept, reject, or request modifications to courses proposed for a specific GE category
- C. **Approval Procedures**: GE course proposals may be approved in the following ways:
 - 1. **Full Review**: Items shall come for Information and then Action at the following meeting.
 - 2. **By-Law Revision**: Any amendment to the bylaws can be recommended to the Academic Senate for approval.

VII. GENERAL EDUCATION COMMITTEE AGENDA

- A. The General Education Committee agenda shall be posted in compliance with the Brown Act.
- B. The General Education Committee agenda shall include a list of curricular issues requiring discussion and a vote of the committee.

VIII. GENERAL EDUCATION COMMITTEE MINUTES

- A. The Curriculum Committee minutes should include:
 - 1. Members present or absent at each meeting
 - 2. Date of the meeting
 - 3. Time the meeting began and ended
 - 4. Information items
 - 5. Synopsis of discussion about each topic; a fine balance needs to be struck between being concise and providing enough detail about the topic to be useful upon review
 - 6. Motions made, seconded, and action taken
- B. The officially approved minutes shall be maintained in a log on the Curriculum Committee website and posted on SharePoint under General Education.



APPENDIX A GENERAL EDUCATION REQUIREMENTS AND CRITERIA

Saddleback College

Approved: September 17, 2021
Revised: January 23, 2024

GE Committee Approved Fall/Spring 2020

Final 9.17.21

Language and Rationality

Area 1A English Composition

ENG 1A or ENG 1AH

- A. Course emphasizes the content of communication as well as the form through substantial reading and writing.
- B. Course provides an understanding of the psychological basis and the social significance of communication, including how communication operates in various situations.
- C. Course focuses on the communicative process from the rhetorical perspective:
 - 1) reasoning and advocacy
 - 2) organization
 - 3) accuracy
 - 4) the discovery, critical evaluation and reporting of information
- D. Course includes active participation and practice in written communication
- E. Course is not specialized or advanced
- F. Course is approved in CSUGE Area A2 and IGETC Area 1A

Area 1B Communication and Analytical Thinking

BUS 102

COMM (formerly SP) 1 or 1H, 2, 3, 5

ENG 1B or 1BH, 70

PHIL 12

Analytical Thinking

Analytical thinking is a form of deductive reasoning whereby an individual synthesizes information from multiple data sources to produce a higher-level of understanding.

- The course contains either database, computer languages and/or statistical analysis
- The course is designed to synthesize information into a higher level of meaning
- The course leads to the ability to process information from multiple sources
- The course requires the gathering, organizing, and interpreting of data

Critical Thinking

A. Courses in critical thinking and writing

B. Must have a prerequisite of English Composition (course that satisfies Area 1A English Composition)

C. Minimum 5,000 words of writing is required

D. Written work evaluated for both composition and critical thinking

E. Courses include explicit instruction and practice in inductive and deductive reasoning and identification of formal and informal fallacies of language and thought

F. Texts chosen should reflect an awareness of cultural diversity

G. Literary criticism courses are typically not accepted

H. Course is approved in CSUGE Area A2 and/or IGETC Area 1A

Oral Communication

A. Course emphasizes the content of communication as well as the form

B. Course provides an understanding of the psychological basis and the social significance of communication, including how communication operates in various situations

C. Faculty-supervised, faculty-evaluated oral presentations in the presence of a live audience (physically or virtually)

D. Student presentations will be made in front of faculty and among peers

E. Course outlines should include methods of evaluation assessing the students' active participation and practice in written communication

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F. Rhetorical principles must be included and specified in the course outline, such as reasoning and advocacy, organization, accuracy, the discovery, critical evaluation and reporting of information, reading and listening effectively, as well as speaking and writing

G. Course must require students to speak their own words, not recite words written by others

H. Course is not specialized or advanced, but rather basic and fundamental in nature fulfilling the spirit of a “core” course

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Area 1C Mathematics

BUS 10

**MATH 2, 3A or 3AH, 3B, 3C, 7, 8, 10, 11, 14, 24, 26, MATH 30A/CS 30A, MATH 30B/CS 30B,
103, 124, 205, 253**

PSYC 44

Courses that satisfy Area 1C Mathematics will be those in math, computer science or statistics that require students to demonstrate critical thinking skills by solving quantitative problems and analyzing numerical information both computationally and graphically.

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Area 2 Natural Sciences

ANTH 1 or 1H

ASTR 20

BIO 3AH, 3BH, 4B, 11, 12, 15, 19 20, 31, 113

CHEM 1A, 2, 3, 13, 108

ENV 18, 23, 24

GEOL 1, 20, 23

GEOG 1 or 1H

HORT 20

MS 4, 20

PHYS 2A, 4A, 20, 30

- A. Course examines the physical universe, its life forms, and its natural phenomena
- B. Course develops an appreciation and understanding of scientific method
- C. Course does not rely only on the recall of facts
- D. Course is introductory, not advanced, and integrative, encouraging an understanding of the interdependency of the sciences and the relationships between science and other human activities

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Area 3 Social and Behavioral Sciences

ANTH 2 or 2H, 3, 4*, 5, 6, 8, 9, 13, 15, 17, 21, 22

BUS 1 or 1H

CDE 7‡ (formerly CD 7, 107), 15 (formerly CD 15, 105), 117* (formerly CD 117)

COMM (formerly SP) 8, 20*

CTVR/JRN 1

ECON 2 or 2H, 4 (formerly 1) or 4H, 11

ENV 1, 141

ES (formerly CCS) 1*, 3*

GEOG 2 or 2H, 3, 38

GLST 1, 2

GSS (formerly WS) 10 or 10H, 15, 31, 111H

HIST 12, 16, 17, 19, 20*, 21*, 22, 27, 28, 30, 32, 33*, 62, 63, 70, 71, 72, 74, 75, 78, 80/PS 80, 81*

HS 100, 120, 131*

JRN/CTVR 1

PS 1 or 1H, 4, 10H, 11, 12, 14, 80/HIST 80

PSYC 1 or 1H, 2 or 2H, 5‡, 7‡, 16*, 21, 25 (formerly 125)

SOC 1 or 1H, 2 or 2H, 10, 15, 16‡ (formerly 126), 20*, 21, 25, 125

Relates to the human being as a member of society or component of society, such as a state, family, or any systematized human institution.

A. Course deals with individual behavior or with human social, political, and economic institutions and behavior

B. Course develops an awareness of the method of inquiry used by the social and behavioral sciences

C. Course stimulates critical thinking about the ways people act and have acted in response to their societies

D. Course promotes appreciation of how societies and social subgroups operate, including women and ethnic and other minorities

E. Course is introductory or integrative, focusing on core concepts and methods of the discipline

F. Course does not focus on personal, practical, or applied aspects

Area 4 Arts and Humanities

ARAB 1, 2, 3, 4, 10, 21

ARCH 12 (formerly 112)

ART 4, 9, 40, 41, 42

ARTH 20, 21, 22, 23, 24*, 25, 26, 27, 29, 30, 32

CHI 1, 2, 3, 4, 21

COMM (formerly SP) 30, 32

CTVR 2, 3 (formerly CA 30), 7* (formerly CA 27), 9 (formerly CA 29)

DANC 64 (formerly PE/TA 64), 74* (formerly 174)

ENG 3, 4, 6, 9, 10, 15A, 15B, 17A, 17B, 18, 21A, 21B, 22 or 22H, 24*, 25 or 25H, 27A or 27AH, 44, 52, 142 (formerly 42)

ESL 180, 190

FA 27

FASH 144

FR 1, 2, 3, 4, 21

GD 1

GER 1, 2, 3, 4, 21

HEBR 1, 2

HIST 4, 5

HON 11H, 12H, 13H, 14H, 15H, 16H

HORT 115

HUM 1, 2, 3, 21, 25

ID 110†, 122, 125

ITA 1, 2, 3, 4, 21

JA 1, 2, 3, 4, 21

KOR 1, 2, 3, 4, 21

MUS 1, 20, 23*, 24, 27*, 28

PHIL 1 or 1H, 5 (formerly 104), 10, 14, 15

PHOT 25

PORT 1, 2, 3, 4

PRSN 1, 2, 3, 4, 21 (formerly 121)

SL 1 (formerly 32), 2 (formerly 33), 3 (formerly 34), 4 (formerly 35), 10* (formerly 101) SPAN 1 or 1H, 2 or 2H, 3, 4, 6, 10, 11, 20A, 20B, 21A, 21B, 21C*

TA 20, 22, 25

Arts and Humanities courses which study the cultural activities and the artistic expressions of human beings.

A. Course encourages students to analyze and appreciate works of philosophical, historical, literary, aesthetic and/or cultural importance.

B. Course helps the student develop an awareness of the ways in which people throughout the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation.

C. Course helps the student develop an ability to make value judgments.

D. Course is introductory or integrative.

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E. Course has its major emphasis on the integration of history, theory, and criticism.

Area 5 Lifelong Understanding and Self- Development

ACCT 120

BUS 16 (formerly 116)

CDE 7‡ (formerly CD 7, 107) or 7H, 120 (formerly CD 120)

CIM 1, 10

CIMW 115

COUN 1, 40 (formerly 140), 51 (formerly 151), 60 (formerly 160), 61 (formerly 161), 150

FASH 141 (formerly FCS 140)

FCS 115, 142

FN 50, 64

GSS (formerly WS) 120

HLTH 1, 3 HS 170, 175 ID 110‡

KNEA 107 (formerly APE/PSS 107)

KNES 107 (formerly PE 107)

LIB 2H, 100

N 161, 165, 176

PSYC 5‡, 7‡, 33

SPS 115

SOC 16‡ (formerly 126), 180

Courses to equip human beings for lifelong understanding and development of themselves as integrated physiological, social, and psychological entities.

A. Course facilitates understanding of the human being as an integrated physiological, social, and psychological organism.

B. Course includes selective consideration of such matters as:

- 1) human behavior
- 2) sexuality
- 3) nutrition
- 4) health
- 5) stress
- 6) key relationships of humankind to the social and physical environment
- 7) implications of death and dying

C. Physical activity courses (except for special-topics or directed studies courses) are acceptable

D. Any CSUGE Area E approved course

Cultures in the United States

ANTH 4* Native American Cultures

ARTH 24* Indigenous Arts of The Americas

CDE 117* Teaching in A Diverse Society

COMM 20* Intercultural Communication

CTVR 7* Cross Cultural Cinema

DANC 74* Multicultural Dance History in The United States

ENG 24* Ethnic Voices in Literature – The American Experience

ES 1* Introduction to Ethnic Studies: Making Culture

ES 3* Introduction to Chicana(O) And Latina(O) Cultures

HIST 20* Ethnic Cultures of The United States

HIST 21* Women in United States History – A Multicultural Perspective

HIST 33* Chicano – Latino American History

HIST 81* African American History

HS 131* Multicultural and Diverse Populations in The United

MUS 23* Introduction to World Music

MUS 27* History of Jazz

PSYC 16* Introduction to Cross – Cultural Psychology

SL 10* Deaf Culture and Its History

SOC 20* Ethnic Cultures of The United States

SPAN 21C* Hispanic Culture and Literature in The United States

CRITERIA FOR DETERMINING APPROPRIATENESS OF COURSES FOR GENERAL EDUCATION

Background and Definition

The Saddleback College Cultures in the United States requirement replaces the former Cultural Diversity requirement. The foundation of the new requirement is based on undergraduate requirements at UC Berkeley which has been active since 1989 based on the recommendations of the Simmons Report at that institution. Starting in 2005, the Saddleback College Cross Cultural Committee reviewed the then current cultural diversity requirement and recommended changes based on increasing graduates' understanding of cultures in the United States. Courses which meet the Cultures in the United States requirement focus on major themes in United states history, society, and culture and address major conceptual issues relevant to understanding ethnicity, culture, race, and pluralism in the United States. These courses should provide the intellectual tools needed to better understand the concept of cultural identity. They should take substantial account of those minority groups such as African Americans, American Indians, Asian Americans, and Chicanas/os/Latina/os and other minorities in the United States that have been historically disadvantaged and/or excluded from mainstream society.

Application for Approval of Courses to meet Cultures in the United States requirement

There is no “template” for Cultures in the United States courses. Faculty should submit a completely developed course outline which includes a complete list of assignments, details regarding lecture/discussion topics and a reading list. The GE Committee will review course with the submitting faculty member. The faculty member should address the following:

1. How does the course address theoretical and analytical issues relevant to understanding race, culture, and ethnicity in the United States?
2. How is the course integrative and comparative within the larger context of United States history, culture, economy, or environment?
3. How does the course take substantial account (50% or more) of minority groups such as African Americans, American Indians, Asian Americans, and Chicanos/as/Latinos/as and other minorities in the United States?

RETIRED REQUIREMENT - EFFECTIVE FALL 2024

Area 6 Ethnic Studies

ANTH 4

ES 1, 3, 4

General Education Committee on January 23, 2024

Only courses approved for CSUGE Area F and IGETC Area 7 may be accepted for Local GE Area 6 due to the rigorous CSUGE and IGETC Ethnic Studies standards.