

Some Advice about Administering General Education Programs

- Know where the academic division dollars go.
- Count your credit hours and FTEs.
- Know your institution's catalog.
- Establish standing faculty committees or councils to help create and administer policies regarding strategic planning, course approval, assessment, and budget planning.
- Orient new faculty to the general education program, using "old" faculty as workshop leaders or mentors.
- Know your state policy regarding general education and transfer of credits among institutions.
- Identify the institutions that are involved in transfer to and from your institution and communicate with their general education administrator or committee chairperson.
- Acquaint yourself with registrars and academic advisors and their issues regarding general education.
- Develop a handbook of the general education program and its policies.
- Develop tendrils throughout campus that result in collaboration with the academic majors and the co-curricular programs on campus.
- Create or link directly with a strong faculty development program to advocate effective teaching in the general education program.
- Know the accreditation criteria of the specialized accrediting associations.
- Use assessment to continually revise the program and keep campus attention focused on general education.
- Work for public recognition of your program within your state and within professional associations.
- Identify and use institutional interests that can be used to leverage the general education program (e.g., development of online courses or assessment reporting).
- Know that your colleagues are good people whose fundamental academic values are the values of general education.