

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802
(213) 590-5512

Date: April 1, 1981

To: Presidents

From: Harry Harmon
Executive Vice Chancellor

Subject: Executive Order No. 342
Certification of General Education-Breadth Requirements
by Regionally Accredited Institutions

I am transmitting to you five copies of Executive Order No. 342 which sets forth policies and procedures within which regionally accredited postsecondary institutions may certify that portions of our General Education-Breadth requirements have been completed. This document is the product of extensive discussion and consultation both within the system and with the California Community Colleges. It represents a significant step toward ensuring that our general education objectives are realized for transfer as well as native students.

While the provisions of this Executive Order become effective immediately, there will be an interim procedure for 1981-82 insofar as submission of course lists for that period is concerned. Accredited institutions intending to participate in certification during 1981-82 must submit course lists to each CSUC campus and this office by June 30, 1981. More detailed information will follow.

Distribution:

Vice Presidents, Academic Affairs
Chairs, Local Academic Senates/Councils
Deans, Directors of Admissions
Deans, Undergraduate Studies
Chancellor's Staff

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The President has the responsibility for implementing this Executive Order and for maintaining the campus repository and index for all Executive Orders.

Please address any questions regarding this Executive Order to the Vice Chancellor, Academic Affairs.

Attachments

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802

Executive Order: Executive Order No.: 342
Title: **Certification of General Education-Breadth Requirements by Regionally Accredited Institutions**
Effective Date: April 1, 1981
Supersedes: No Prior Executive Order

This Executive Order is issued pursuant to Title 5, *California Administrative Code*, Section 40405.3 and Sections 1 and 2 of Chapter III of the Standing Orders of the Board of Trustees of The California State University and Colleges.

I. Purpose

The purpose of this Executive Order is to provide a structure wherein the faculties of other accredited colleges and universities and The California State University and Colleges may meet their respective responsibilities with regard to determining the applicability of courses and examinations to The California State University and Colleges General Education-Breadth requirements. Its provisions are based upon four major premises: 1) that students who conscientiously pursue an educational plan should be able to transfer without unreasonable loss of credit or time; 2) that the faculty of an institution granting the baccalaureate degree are primarily responsible for maintaining the integrity of the degree program and determining when requirements have been met; 3) that the faculty of an institution offering baccalaureate degree level courses are best qualified to judge when those courses or equivalent examinations meet particular objectives; and 4) that there shall ordinarily be a high degree of reciprocity among regionally accredited institutions in the absence of specific indications that such reciprocity is not appropriate.

Taking these premises together as a point of departure, this Executive Order establishes procedures whereby any regionally accredited institution may assure its students that courses or examinations which it offers will be applicable to the General Education-Breadth requirements of The California State University and Colleges.

II. Application

The requirements and procedures of this Executive Order shall apply to students enrolling in Fall 1981 and subsequent terms who have not previously been enrolled continuously at campuses of The California State University and Colleges or the California Community Colleges and shall be limited to certifications to meet the requirements of Title 5, *California Administrative Code*, Section 40405.2 subsections a. through e.

III. Eligibility to Participate

Any institution accredited by one of the six regional accrediting associations which offers the BA or BS or the first two years of such degree programs may participate in General Education-Breadth certification provided it agrees to the following provisions. A participating institution shall:

1. Designate a liaison representative who shall participate in various orientation activities and provide other institutional staff with permanent information.
2. Certify courses or examinations in terms of the objectives set forth in Attachment A to this Executive Order and in such additional statements of objectives as may from time to time be issued by the Chancellor and provide information as follows:
 - a. Submit to the Office of the Vice Chancellor, Academic Affairs, CSUC by November 15, 1981 a preliminary list of courses and examinations which the institution believes will meet particular requirements, including the area(s) and objective(s) to which each relates and the number of credits it proposes to assign to such area(s). (See Attachments A and B.) Following an informal review of the list, each participating institution will be advised by January 15, 1982 concerning any courses or area and objective designations which do not appear to be consistent with Board of Trustee General Education-Breadth policy. This review and advice is preliminary and tentative and is intended to assist participating institutions to avoid subsequent challenges arising from misunderstanding or lack of familiarity with the program.
 - b. Following the preliminary review and possible revisions based thereon, provide the Office of the Vice Chancellor, Academic Affairs, CSUC and each CSUC campus by April 1, 1982 and annually thereafter one copyable list of all courses and examinations which the institution intends to utilize in certifying completion of General Education-Breadth requirements including the area(s) and objective(s) to which each relates and the number of units applicable to each. (See Attachments A, B, and C.) Upon receipt, this list will be reviewed by a subcommittee of the General Education-Breadth Advisory Committee consisting of four California State University and Colleges faculty and three California Community College faculty which will recommend to the Chancellor courses or examinations which it believes may be subject to challenge (see part V).
 - c. Report certification for individual students in a format or formats to be specified. (These will be developed jointly by CSUC and CCC officials responsible for maintaining and processing student records.)

IV. Limitations

Authority to certify shall be limited as follows:

1. No more than 39 semester units may be certified by any campus. In the case of certification by more than one campus no more than 39 semester units need be accepted by the CSUC campus granting the degree.
2. No CSUC campus need accept as certified for a given area more semester units than the minimums set forth in Title 5, Section 40405.2 subdivisions a. through e. and in Executive Order 338.

3. No more than 30 semester units may be certified for areas b. through d. combined, Section 40405.2. In the case of certification by more than one institution no more than a total of 30 semester units need be accepted as certified for areas b. through d. by the CSUC campus granting the degree.
4. Baccalaureate-granting institutions certifying completion of units earned in upper division courses or examinations may certify only those which were completed during or after the term in which the student achieved upper division status (60 or more semester units earned).
5. Courses and examinations used to certify units must be baccalaureate level and have been completed at the certifying institution. However, any participating institution may report completion of courses or examinations taken at other participating institutions provided that all such courses and examinations would be certified by the institution offering them. Such courses and examinations shall be deemed to have been certified.
6. Upon transfer, no student shall be required to complete more units in general education-breadth than the difference between the number certified in accordance with this Executive Order and the total units required by the campus granting the degree.

V. Disputes

In those cases where disagreements arise, concerning any aspect of this certification process, the following steps shall be used to achieve resolution:

1. The chief academic officer or designee of any participating campus/segment shall notify the designated liaison representative of the institution/segment concerned as to the nature of the disagreement and request additional information as appropriate.
2. The chief academic officer or designee of the institution and or segment involved shall discuss the matter informally and seek resolution. Upon request the certifying institution will provide information such as syllabi and sample examinations for any course(s) or examination(s) in question. This informal process shall be completed within 30 days except by mutual agreement that more time is needed due to the complexity of the matter under discussion.
3. If informal efforts to reach agreement are not successful, formal written notice of challenge shall be delivered to the liaison representative concerned and a determination shall be made by an ad hoc review committee convened for that purpose. Such request may be made by the chief academic officer or designee of any campus which is a party to the disagreement or by the Chancellor of The California State University and Colleges or the California Community Colleges or their respective designees. A decision by the review committee shall be final. Committees shall be constituted and shall function as follows:
 - a. The Academic Senate, California State University and Colleges and the Academic Senate for the California Community Colleges shall each appoint a panel of 20 faculty representing a range of teaching disciplines, taking into consideration such factors as experience in developing general education policy and curriculum and teaching duties and experience in the respective segments.

- b. The Chancellors of each segment or their designees shall jointly select a committee of four or more members with equal numbers drawn from each panel and shall designate one member as Chair.
 - c. The Chair shall notify officials of the campuses or segments concerned as to the nature of the dispute and request appropriate documentation. The Committee at its discretion may convene to hear oral presentations or may act on the basis of written argument. Meetings shall be open.
 - d. Except by mutual agreement of the parties, the Committee shall convene within 30 days and shall render a decision no more than 30 days after convening. In the instance of course/examination challenges, it shall be the responsibility of the institution offering the course/examination to demonstrate to the satisfaction of the committee that such course/examination meets the particular objectives as claimed. In the case of failure to reach a decision, a new committee shall be formed. If the second committee does not reach a decision within the prescribed time, the matter will be referred to the General Education-Breadth Advisory Committee for decision.
4. Any course or examination for which a student registers prior to issuance of a formal notice of challenge as described in item 3 above shall be acceptable for certification.



Glenn S. Dumke, Chancellor

Date: April 1, 1981

ATTACHMENT A

In certifying the completion of a portion of the CSUC General Education-Breadth requirements, participating institutions are attesting to the fact that particular courses or examinations have been assessed and found to meet one or more of the following general and specific objectives. Furthermore, certification of a significant portion of the requirements implies that the institution has determined that the total program represents an effort to provide the student with the abilities, knowledge, understanding and appreciation suggested herein as interrelated elements and not as isolated fragments. All courses and examinations used for certification are to be baccalaureate level and be designed for students who possess the basic competence in the English language and mathematical computation which may reasonably be expected of entering college students. Such courses and examinations should whenever appropriate recognize the contributions to knowledge and civilization that have been made by members of various cultural groups and by women.

I. General Objectives

General Education-Breadth requirements are to be designed so that, taken with the major-depth program and electives presented by each baccalaureate candidate, they will assure that graduates have made noteworthy progress toward becoming truly educated persons. Particularly, the purpose of these requirements is to provide means whereby graduates:

- A. will have achieved the ability to think clearly and logically, to find and critically examine information, to communicate orally and in writing, and to perform quantitative functions;
- B. will have acquired appreciable knowledge about their own bodies and minds, about how human society has developed and how it functions, about the physical world in which they live, about the other forms of life with which they share that world, and about the cultural endeavors and legacies of their civilization;
- C. will have come to an understanding and appreciation of the principles, methodologies, value systems, and thought processes employed in human inquiries.

II. Particular Objectives and Requirements

- A. A minimum of nine semester units in communication in the English language, to include both oral communication and written communication, and in critical thinking, to include consideration of common fallacies in reasoning.

Instruction approved for fulfillment of the requirement in communication is to be designed to emphasize the content of communication as well as the form and should provide an understanding of the psychological basis and the social significance of communication, including how communication operates in various situations. Applicable course(s) should view communication as the process of human symbolic interaction focusing on the communicative process from the rhetorical perspective: reasoning and advocacy, organization, accuracy; the discovery, critical evaluation and reporting of information; reading and listening effectively as well as speaking and writing. This must include active participation and practice in written communication and oral communication.

Instruction in critical thinking is to be designed to achieve an understanding of the relationship of language to logic, which should lead to the ability to analyze, criticize, and advocate ideas, to reason inductively and deductively, and to reach factual or judgmental conclusions based on sound inferences drawn from unambiguous statements of knowledge or belief. The minimal competence to be expected at the successful conclusion of instruction in critical thinking should be the ability to distinguish fact from judgment, belief from knowledge, and skills in elementary inductive and deductive processes, including an understanding of the formal and informal fallacies of language and thought.

- B. A minimum of 12 semester units to include inquiry into the physical universe and its life forms, with some immediate participation in laboratory activity, and into mathematical concepts and quantitative reasoning and their applications.

Instruction approved for the fulfillment of this requirement is intended to impart knowledge of the facts and principles which form the foundations of living and non-living systems. Such studies should promote understanding and appreciation of the methodologies of science as investigative tools, the limitations of scientific endeavors: namely, what is the evidence and how was it derived? In addition, particular attention should be given to the influence which the acquisition of scientific knowledge has had on the development of the world's civilizations, not only as expressed in the past but also in present times. The nature and extent of laboratory experience is to be determined by each campus through its established curricular procedures. In specifying inquiry into mathematical concepts and quantitative reasoning and their application, the intention is not to imply merely basic computational skills, but to encourage as well the understanding of basic mathematical concepts.

- C. A minimum of 12 semester units among the arts, literature, philosophy and foreign languages.

Instruction approved for the fulfillment of this requirement should cultivate intellect, imagination, sensibility and sensitivity. It is meant in part to encourage students to respond subjectively as well as objectively to experience and to develop a sense of the integrity of emotional and intellectual response. Students should be motivated to cultivate and refine their affective as well as cognitive and physical faculties through studying great works of the human imagination, which could include active participation in individual aesthetic, creative experience. Equally important is the intellectual examination of the subjective response, thereby increasing awareness and appreciation in the traditional humanistic disciplines such as art, dance, drama, literature and music. The requirement should result in the student's better understanding of the interrelationship between the creative arts, the humanities and self. Studies in these areas should include exposure to both Western cultures and non-Western cultures.

Foreign language courses may be included in this requirement because of their implications for cultures both in their linguistic structures and in their use in literature; but foreign language courses which are approved to meet a portion of this requirement are to contain a cultural component and not be solely skills acquisition courses. Campus provisions for fulfillment of this requirement must include a reasonable distribution among the categories specified as opposed to the completion of the entire number of units required in one category.

- D. A minimum of twelve semester units dealing with human social, political, and economic institutions and behavior and their historical background.

Instruction approved for fulfillment of this requirement should reflect the fact that human social, political and economic institutions and behavior are inextricably interwoven. Problems and issues in these areas should be examined in their contemporary as well as historical setting, including both Western and non-Western contexts. Campus provisions for fulfillment of this requirement must include a reasonable distribution among the categories specified as opposed to completion of the entire number of units required in one category.

- E. A minimum of three semester units in study designed to equip human beings for lifelong understanding and development of themselves as integrated physiological and psychological entities.

Instruction approved for fulfillment of this requirement should facilitate understanding of the human being as an integrated physiological, social, and psychological organism. Courses developed to meet this requirement are intended to include selective consideration of such matters as human behavior, sexuality, nutrition, health, stress, key relationships of humankind to the social and physical environment, and implications of death and dying. Physical activity could be included, provided that it is an integral part of the study described herein.

ATTACHMENT B

SPECIFIC AREA AND OBJECTIVE CERTIFICATION DESIGNATORS

(Refer to Attachment A for full description of objectives.)

Area A:	Communication in the English Language and Critical Thinking	
	Oral Communication	A1
	Written Communication	A2
	Critical Thinking	A3
Area B:	Physical Universe and Its Life Forms	
	Physical Universe	B1
	Life Forms	B2
	Laboratory Activity	B3
	Mathematical Concepts, Quantitative Reasoning and Applications	B4
Area C:	Arts, Literature, Philosophy and Foreign Language	
	Arts (art, dance, drama, music)	C1
	Literature	C2
	Philosophy	C3
	Foreign Language	C4
	Active Participation	C5
	Western Cultures	C6
	Non-Western Cultures	C7
Area D:	Social, Political and Economic Institutions	
	Social Institutions	D1
	Political Institutions	D2
	Economic Institutions	D3
	Contemporary Setting	D4
	Historical Setting	D5
	Western Context -	D6
	Non-Western Context	D7
Area E:	Lifelong Understanding and Self-Development	
	Integrated Organism	E1
	Activity	E2

Illustrative List

Art 100	Intro to Art Processes	C1, C5 (3)
Biol 101	General Biology	B2, B3 (4)
Bus 100	Fndns of Amer. Enterprise	D3 (3)
Bus 223	Computer Applications	B4 (3)
ChS100	Chicano Culture	D1, D2, D3, D5 (3)
CL 112	Classical Civilization	C1, C2 (3)
Engl 155	Freshman Comp	A2, A3 (3)
Hlth 120	Hlth and Society	E1 (2)
Hist 100AB	Modern Civilizations	C1, C2, C3 (3) and D1, D2, D5, D6 (3)
Hum 101-102	Intro to Humanities	C1, C2, C3, C6 (6)
Music 104	Music Invòvement	C1, C5 (3)
PhyS 150	Principles of Phys. Sci.	B1, B4 (3)
Psy 245	Psychology of Prejudice	A3, D1, E1 (3)
Spch 225	Strategies of Argument	A1, A3 (3)
CLEP Subject Examination Elementary Statistics (1978) ETS, Princeton, N.J.		B4 (3)
CSUC English Equivalency Examination		A2 (3)

NOTES:

1. A course or examination may apply to more than one area.
2. A course or examination may apply to one area *or* another.
3. The unit credit assigned to a particular area or areas may not be the entire credit value of the course or examination.

ATTACHMENT C

FORMAT FOR CERTIFIABLE COURSE/EXAMINATION LISTS

INSTITUTION NAME AND MAILING ADDRESS:

LIAISON DESIGNEE, NAME AND PHONE:

EFFECTIVE FROM _____ TO _____
(Give specific dates or indicate "until revoked.")

COURSES:

Prefix (Dept.) No.	Catalog Title	Areas and Objectives	Units (Sem. or Qtr.)
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(See Attachment A for illustrative list. Include description as attachment if course does not appear in current catalog.)

EXAMINATIONS:

(Give complete Title of examination, cut-off score where appropriate, form, year, publisher, and other identifying information.)

The foregoing courses (and examinations) have been reviewed by appropriate authorities at this institution and have been determined to meet the objectives of The California State University and Colleges General Education-Breadth Program as specified.

Signed _____
Chief Executive Officer

Date _____