

SPECIAL REPORT

of the

GENERAL EDUCATION COUNCIL

concerning

**A PROPOSAL TO REQUIRE SUBMISSIONS OF
GENERAL EDUCATION DESIGNATION REQUESTS
IN ELECTRONIC FILE FORMAT
(MICROSOFT WORD)**

Presented at the
662nd Regular Meeting of the Faculty Senate
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BACKGROUND/RATIONALE

In December 2004, the Faculty Senate approved the requirement that all course proposals submitted to the Academic Matters Council and Graduate Council be accompanied by an electronic version in Microsoft Word Format. The General Education Council would like to require the same – in order to facilitate the distribution of proposals for General Education designations to the appropriate subcommittees for review, to make it possible to post proposals online for consideration by the University community, and, eventually, to reduce paper consumption. For now, the Council asks for a transition period during which both hard copy versions of proposals (with the important signature page) and electronic versions will be submitted, but it envisions a time when electronic versions of proposals will replace hard copy versions.

RECOMMENDATION

The General Education Council considers availability of electronic file versions of proposals for General Education designations to be important for reducing paper consumption and expediting Council business. Accordingly, the General Education Council has voted unanimously in favor of the following MOTION:

MOVED: That the Faculty Senate require that all proposals submitted for General Education
40-07 designations be accompanied by an electronic version of the proposal in Microsoft Word Format, as presented in Sen. Doc. No. 07-036.