

Procedures for GEC Facilitators & Chairs during gtPathways Reviews

(Revised: 07/29/2014)

DHE Responsibilities:

1. DHE will be the point person for recruiting reviewers for the review teams; GEC members must do the actual recruiting on their campuses / within their systems.
2. DHE will track who the reviewers are, their contact info (email), and their level of experience.
3. DHE will send the review team information to the GEC facilitators.
4. DHE will assist in the logistical organization of the reviews: securing conference rooms; arranging any webinar/conference call needs; ordering food; etc.
5. DHE will send review forms and course submission documents to the GEC facilitators for them to disseminate to the team.

GEC Facilitator Responsibilities:

1. GEC members must do the actual recruiting of reviewers on their campuses / within their systems.
2. GEC reps are “facilitators” which means they are present to address the process of a gtPathways review.
3. GEC facilitators will provide guidance on any review issues during the review: review procedures; questions regarding content and competency criteria; how to write up the forms; gtPathways; etc.
4. GEC facilitators will organize the review team and provide review structure, impetus, and direction by doing the following:
 - a. Making first contact with review group via email.
 - b. Determining *how*, *where*, and *when* the review will take place, based on the experience level of the review team: in-person at the DHE or electronically. Electronic reviews are best done with experienced reviewers, whenever possible.



- c. GEC facilitators will choose the Chair in advance of the review and will confirm this person's willingness to be Chair.
- d. GEC facilitators will keep DHE staff in the loop as the logistics for the review teams are arranged.
5. GEC facilitators are responsible to get the review results to DHE - either in hard copy form or via email.
6. **PLEASE NOTE:**
 - a. If the GEC facilitators are not experts in the content area which they are facilitating, they may serve as Chair of the group, ***but*** they may **not** review the courses.
 - b. If the GEC reps are experts in the content area which they are facilitating, they may review the course submissions ***as well as*** serve as Chair.

Chair Responsibilities:

1. Whenever possible, chairs should be a faculty member and an expert in the content area.
2. Hierarchy for choosing a Chair:
 - a. Chair should be an experienced reviewer, whenever possible.
 - b. GEC facilitators will choose the Chair in advance of the review and confirm this person's willingness to be Chair.
 - c. If there is no experienced faculty in the review group, an inexperienced faculty member may be chosen as Chair the day of the review, and will be guided by the GEC facilitators. Or a GEC facilitator may serve as chair - see #6 above.
3. Chairs will keep the group on track.
4. Chairs will ensure comments are clear, detailed, and respectful.
5. Chairs will record the comments of the group on the Chair's summary sheet and give them to GEC facilitators for turning in to DHE.