General Education Procedures

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# Procedures for General Education Proposal Submission

General Education (GE) course proposals should include the following:

* 1. A title.
	2. A brief description (catalog entry).
	3. Any prerequisites (including those required by the GE Program).
	4. A justification of the course as meeting the goals, criteria, specifications and learning outcomes of GE as outlined in the Program Description document (Areas A-E as required), as well as the applicable sections of Policies for Inclusion and Evaluation of General Education Courses (detailed in the General Education Policies document). Integration courses require an explanation of the manner in which the course integrates area and subarea goals and learning outcomes.
	5. Frequency of course offering.
	6. Additional operating money required beyond present levels.
	7. Additional instructional equipment required.
	8. A course syllabus for each section taught that should include all required elements from the University syllabus templates.
	9. Specific writing or performance requirements that comply with GE Policies and the GE Writing Requirements document (e.g. typical paper assignments, research projects or performance requirements).
	10. A plan for assessing the student learning outcomes for the appropriate GE area, including the student work to be evaluated and the rubric or standardized method by which the work will be evaluated.
	11. The approval of the Departments involved, of the School or College curriculum committee(s), and of the School or College Dean(s).

## Procedures for Course Submission

### Procedures for Submitting New Course Proposals

1. A request for a course to be added to the GE Program is made through the submission of an Undergraduate GE Course Proposal form. Following a substantive review of the request by the Department, appropriate School or College committee, and approval by the School or College Dean, the request is submitted to the GE Committee through the Provost or Provost’s designee. Proposals must be approved by the GE Committee as well as the Provost or Provost’s designee. If approved, the course is incorporated into the next year’s catalog, and it may be scheduled for offering during the academic year covered by the catalog. Existing courses for GE do not need to be submitted to the Undergraduate Curriculum Subcommittee.

2. If a course is interdisciplinary in nature, involving more than one School or College, the proposal must be approved by the respective committees and Deans of each school or College before submission to the GE Committee.

### Procedures for Submitting Proposed Changes to Existing GE Courses

1. Deletions or changes in existing courses involving unit value, lecture/laboratory format, distance/mediated learning, prerequisites, class size, content, and title or description are requested on the Undergraduate GE Course Change Request form. Following a review by the Department, review and recommendation by the appropriate School or College committee, and approval by the School or College Dean, the request is submitted to the GE Committee through the Provost or Provost’s designee. If approved, the course is incorporated into the next year’s catalog, and it may be scheduled for offering during the academic year covered by the catalog.

2. The procedures for submission of existing course proposals shall be the same as those described for new course proposals with the understanding that the depth of the review is contingent upon the extent of the proposed change.

 **C. Procedures Relevant to both New and Existing GE Courses**

1. When a new course or a proposed change affects another program or Department, it must be cleared by the affected program or Department. Such clearance, as evidenced by the appropriate signatures on the request form, must be secured by the Department requesting the change. If clearance is denied, then resolution of the issues can be sought before the GE Committee. If a change significantly affects other courses or programs within the Department making the request, the necessary adjustments should also be indicated on the form. Information on current course interrelationships may be obtained from the Provost or Provost’s designee.

2. The GE Committee will be responsible for recommending to the Provost or Provost’s designee amendments to the list of courses included in the GE Program.

3. All courses in GE must be resubmitted and reapproved every five years during a review performed by the GE Committee to ensure the courses continue to meet the goals and learning outcomes of the program.

# Approval and Evaluation of General Education Courses

**Note: Sections I and II below are also included within the GE Policies Document for additional clarity**

## I. Goals Guiding General Education

The GE Program expands students’ intellectual horizons, fosters lifelong learning, prepares them for further professional study and instills within them an appreciation of cultures other than their own. The University will remain committed to providing a quality general education experience for all students and make it clear that such an experience is the foundation of all applied and professional programs.

## II. Criteria for Evaluation

### Characteristics of GE Courses in All Areas

Courses proposed for, or under review in, GE are expected to meet the following criteria:

1. Courses are grounded in the Liberal Arts and Sciences, though professional courses that meet the guidelines may be included.
2. Courses must cover subjects by exploring major ideas, themes, and concepts consistent with the intent of the subarea goals, specifications, and learning outcomes, all of which should be integrated into the course in a meaningful way.
3. Faculty must assign to students and incorporate into their GE courses significant non-textbook readings to provide students an opportunity for sustained reading that enhances their command of language, rhetoric, and argumentation.
4. A course may only use prerequisites which are also in GE, though courses may require work normally completed in high school to meet CSU admission requirements.
5. The GE Writing Requirements must be integrated into each course.
6. Courses must be taught at least once in four consecutive semesters or be dropped from the list of GE offerings.
7. Courses must be submitted for review every five years or be dropped from the list of GE courses.
8. When proposals are rejected by the General Education Committee written reasons will be provided.

### Characteristics of GE Upper Division Integration Courses (Areas IB, IC and ID)

1. These courses are designed to provide opportunities for students to discover a variety of ways in which specific areas of human knowledge are related.
2. All upper division Integration courses must:
3. Be congruent with an area (B, C, or D) goal, as well as the appropriate subarea goals, specifications and learning outcomes.
4. Be integrative, aiming toward a genuine appreciation of the linkages among subareas as well as the area goal.
5. Be taken outside the student's major Department unless the course is interdisciplinary involving more than one Department.

### Characteristics of GE Upper Division Integration Courses (Areas IB, IC and ID)

Be limited to the maximum enrollment allowed for lecture/discussion classes but not to exceed 50 students in any section. Exceptions may be granted by the GE Committee in consultation with the appropriate Departments if:

 a. A larger class can be shown to satisfy the goals, specifications, and learning outcomes of upper division GE,

 b. The larger class size will not create an imbalance in the distribution of enrollment in an area that adversely affects the other participating courses in the same area (for example, by decreasing their enrollment so that their contribution to the area is incidentally reduced),

 c. The exception must be renewed every two years to ensure that the GE has the opportunity to gauge the impact of large sections on the area, based on assessment of student learning data provided by the Department, School or College.

### Area Enrollment Management Criteria

The following ensures that area offerings maintain a breadth of alternatives:

1. Courses should be offered in a sufficient balance within each area (B, C, D and E) so that students have a choice among a solid range of courses in each area. The distribution of course sections and enrollment in sections of each area shall be monitored by the GE Committee.
2. School or College curriculum committees, Deans, and the Provost or Provost’s designee shall support the goals of breadth in each area by assuring that no individual course is offered with sufficient frequency (for example, through a large number of sections or multiple sections of large classes) as to dominate the enrollment in the area.
3. If necessary to restore enrollment diversity in an area, upon the recommendation of the GE Committee, Schools or Colleges that allow multiple sections of a course to dominate the distribution of enrollment in an area may be restricted by the Provost or Provost’s designee with regard to the number of sections they may conduct.