

GENERAL EDUCATION COURSE PROPOSAL
COVER SHEET

Director/Chair Submitting Proposal

Author(s)

Course Catalog ID (Department and Number): _____

Course Title: _____

Abbreviated Title: _____

- A. **Check the appropriate lines** (NOTE that “to be approved for general education credit in the skills and knowledge and understanding components, a course must be specifically designed for a general education audience; courses in the upper-division integration component must demonstrate appropriateness for a general education audience.” General Education Plan lines 346-349.)

_____ Existing Course

_____ New Course

_____ Revised Course

_____ Interdisciplinary Course

List the disciplines involved _____

B. **Catalog Description**

1. Number of credit hours _____

2. Prerequisites (if any) _____

3. Proposed number of seats per section _____

4. Number of sections you intend to offer _____

5. Frequency of course offering _____

C. **1. Component for which the course is being proposed:**

_____ Skills _____ Knowledge & Understanding _____ Integration

2. Specific category for which the course is being proposed:

3. Should this course be reviewed for the Oral Expression category? Yes ____ No ____

- D. Complete the course proposal following “Guidelines for Submitting General Education Course Proposals.” Submit the package to the Provost’s Office, Kehoe 803; after receipt of the proposal is recorded, it will be transmitted to the Chair of the General Education Committee.

GUIDELINES FOR SUBMITTING

GENERAL EDUCATION COURSE PROPOSALS

Consult the General Education Plan (adopted November 2002, revised December 2003/January 2004 and March 2006) before completing the proposal. Please pay particular attention to the description of each General Education category.

1. Attach a copy of the course proposal (including the cover sheet) reviewed and approved by the Divisional Course and Program Committee, the Dean, and the Provost; a model syllabus; and a copy of the table of contents of the texts if appropriate. Make sure these materials include:
 - a. A list of objectives of the course.
 - b. A description of the course content (unique features of this course, the major topics of the course).
 - c. A list of the educational materials (e.g. books, films, periodicals, etc.) used in the course.
2. How does this course meet the objectives of the designated component and category? (Refer to the General Education Plan.)
3. Referring to your syllabus, course proposal, and other course documents as appropriate, explain how this course meets each of the common goals of the General Education Plan? (See General Education Plan, lines 354-364.) Address each goal specifically.
4. Please explain how the course will meet the quality and pedagogy requirements of the General Education Plan. (See General Education Plan, lines 373-398.)
 - a. How will high expectations and standards be communicated to students?
 - b. How will students be actively engaged in learning?
 - c. If relevant, explain how this course meets the objectives of the Oral Expression category. (See the General Education Plan, lines 178-182.)

Note that the General Education Plan calls for periodic review of all courses approved for general education. Your department will be expected to submit materials demonstrating the effectiveness of this course, such as course syllabi then in use, student course evaluation data, and samples of student work.