**General Education Designation Proposal Instructions and Overview**

Amanda Udis-Kessler, Director of Assessment and Program Review, modified from previous proposal application forms on August 2, 2023

Your proposal must show how the course is designed to enable a student to demonstrate that they can meet the expectations of the learning outcome voted on by the faculty for assessment of the relevant general education category.

While students will gain more knowledge and skills if your course addresses the relevant curricular goals and learning outcomes (found on the General Education webpage), for the purposes of the course proposal, the General Education Assessment and Review Committee only needs to see that you will cover the formal assessment learning outcome and require students to complete an assignment addressing that learning outcome. The General Education Assessment and Review Committee will use this assignment to assess whether students met or failed to meet the criteria for the assessment learning outcome only. (Please see Appendix 3 from the Block 4, 2021 faculty meeting, “Single Learning Outcomes for Review Purposes,” for a detailed explanation of the committee’s decision to focus only on the assessment learning outcome.)

Therefore, instructors should describe an assignment that will be used to determine how well students have achieved the single assessment-focused learning outcome. The assignment should be designed in a way that allows for committee evaluation of the learning outcome.

Course proposals will be reviewed by the General Education Assessment and Review Committee as described above. In making their decisions, reviewers will consider only the information provided in the proposal. Specifically, reviewers will focus on (1) whether the rationale clearly explains how the course content aligns with the relevant learning outcome and (2) whether the proposal covers potential assignments that address the learning outcome. Reviewers will not consider any factors not made explicitly clear in the proposal, nor will they consider the rank, status, or any other aspect of the faculty or staff member proposing the course. Reviewers will only evaluate the ability of the course to meet the relevant learning outcome and will not address other aspects of course content or teaching methodology.

Decision Outcomes

All courses submitted will be evaluated by the review committee and classified as one of the following:

*Accepted*: The proposal clearly demonstrates an alignment between the course and the relevant learning outcome as shown in the rationale and assignment description.

Accepted proposals will be included in the General Education Assessment and Review Committee consent agenda of the first faculty meeting following the decision outcome.

*Accepted with minor revisions*: The proposal demonstrates an alignment between the course and the relevant learning outcome but the committee requires further information or additional clarity about the assignment.

Proposals accepted with minor revisions will be included in the General Education Assessment and Review Committee consent agenda of the first faculty meeting following the decision outcome and will be labeled as “accepted with minor revisions.”

If the faculty member(s) proposing a course with this decision outcome provide the requested information to the committee by the time the course is taught, the decision outcome will be revised to “accepted.”

If the faculty member(s) proposing a course with this decision outcome do not provide the requested information to the committee by the time the course is taught, the committee reserves the right to remove the general education designation for future iterations of the course and require the faculty member to resubmit the proposal.

*Revise and resubmit*: The proposal is in the spirit of the relevant category but does not adequately demonstrate how the course will meet the relevant learning outcome. The proposal may include an incomplete rationale or may be missing a rationale entirely. The proposal may describe student assignments that are not clearly aligned with the learning outcome or may not include an assignment at all. The reviewers need further information to determine whether the proposed course will address the relevant learning outcome.

Faculty members whose proposals were designated “revise and resubmit” will receive an email with comments from the committee chair shortly after the meeting. The sooner the faculty member revises and resubmits the proposal, the more likely the committee will be able to re-review the proposal (and hopefully approve it) on a timely basis. Proposals designated “revise and resubmit” are not included in the faculty meeting consent agenda.