
GENERAL EDUCATION COURSE REVIEW - SUBMISSION FORM

The purpose of the General Education Committee (GEC) is to provide guidance and direction to the VCAAR to improve the quality and relevance of the University's general education curriculum. The GEC considers proposals for modification of the general education curriculum and reviews each course in the general education program once every four years to determine its acceptability as a general education course. The GEC will review assessment data on the general education program provided by the Assessment Office and make recommendations to the VCAAR.

The GEC is a University Shared Governance Committee composed of members of the faculty with representatives from every college. The “general education program develops a foundation and motivation for the lifelong pursuit of learning in undergraduate students at Arkansas State University by introducing them to a broad range of essential areas of knowledge that will enable them to participate in our democratic nation and in a global society” (*Undergraduate Bulletin*).

General Education Goal: *Communicating Effectively*

The following course has been accepted into the General Education Curriculum to promote the goal of training students to “communicate effectively,” and has set as the appropriate learning outcome that students should be able to

Construct and deliver a well-organized, logical, and informative oral or written presentation, accurately documented, that demonstrates proficiency in standard American English.

1. **Title of Course**
2. **Course description as it appears in the *Undergraduate Bulletin***
3. **All prerequisites**
4. **Course Frequency (e.g. fall, spring, summer)**
5. **General education outcome the Department has chosen to assess for all sections of this course (check only one)**
 - ☐ *Construct and deliver a well-organized, logical, and informative oral or written presentation, accurately documented, that demonstrates proficiency in standard American English.*
6. **Core content currently taught across all sections of the course**

7. Please detail the staffing for all sections of this course for the previous Fall and Spring semesters.

Section	Instructor delivering 50% or more content	Terminal degree	Discipline of terminal degree	Department issuing terminal degree	Instructor of record if different
1					
2					
3					
4					
5					
6					
...					

Please attach to this form an assessment report including the following:

- Method or methods used to measure the level of proficiency of all students completing the course.
- Documentation of how the resulting assessment data from two or more successive years were used to improve student learning outcomes. (You may list "See Tracdat" if documentation already has been sent to the Office of Assessment – Student Learning Outcomes.)

Please submit a copy of every syllabus from the current semester with faculty identifiers removed. If a faculty teaches more than one section of the course using the same syllabus and delivery method, a single syllabus may be submitted.

Assessment Coordinator _____ Date _____
(if appropriate)

Department Chair _____ Date _____

Dean _____ Date _____

Received by GEC Chair _____ Date _____

Approved 10/30/2012 ; Revised 12/11/2012

GENERAL EDUCATION COURSE REVIEW – CURRICULUM MAPPING INVENTORY

The following questions are used to evaluate the broader general education curriculum at ASU as it relates to University student learning outcomes. The General Education Committee is assisting the Learning Outcomes Assessment Council (LOAC) in collecting the data as part of the Quadrennial Course Review. The provided information will be reviewed by the LOAC. Each course under review is not expected to meet every campus-wide learning objective.

Directions: Each instructor of the course under review should answer the questions below and attach to this form his or her current syllabus.

Are students required to use Blackboard (Bb) for this course? ☐ Yes ☐ No

For this course, do students use any technology other than Bb? ☐ Yes ☐ No

If yes, please explain: _____

Does this course encourage/require use of ASU's writing center or
or a college specific writing center? ☐ Yes ☐ No

Does this course encourage/require use of Grammarly? ☐ Yes ☐ No

Does this course include graded drafts of required papers? ☐ Yes ☐ No

About how many pages of reading does this course require per week? _____

About how many pages of writing does this course require per semester? _____

Does this course require students to give an oral presentation? ☐ Yes ☐ No

Does this course include any collaborative assignments? ☐ Yes ☐ No

Does this course emphasize global issues? (*Circle One*) Minimally Indirectly Directly

Does this course emphasize critical thinking? (*Circle One*) Minimally Indirectly Directly

GENERAL EDUCATION COURSE REVIEW - EVALUATION & FEEDBACK FORM

The purpose of the General Education Committee (GEC) is to provide guidance and direction to the VCAAR to improve the quality and relevance of the University's general education curriculum. The GEC considers proposals for modification of the general education curriculum and reviews each course in the general education program once every four years to determine its acceptability as a general education course.

The GEC will review assessment data on the general education program provided by the Assessment Office and make recommendations to the VCAAR.

Year: 2012 General Education Goal: *Communicating effectively*

Title of Course:

- ☐ **Syllabi reflect brief course description (40 words or fewer), as it appears in bulletin.**
- ☐ **Syllabi list general education goal and related student learning outcome.**
- ☐ **Prerequisites are appropriate for level of course.**
- ☐ **Level of education of instructors for this course complies with ADHE and ASU *Faculty Handbook*.**

ADHE - Masters's with at least 18 graduate hours in field for general education courses
ASU *Faculty Handbook* - section II.h. Credentials, p. 40

Assessment of General Education Goal – Communicating effectively:

- ☐ *Construct and deliver a well-organized, logical, and informative oral or written presentation, accurately documented, that demonstrates proficiency in standard American English.*
- ☐ **The above student learning outcome is being assessed across sections for continuous quality improvement of student learning.**
- ☐ **Report of the assessment findings has been submitted.**
- ☐ **Data are being used to improve student learning.**

DECISION OF GENERAL EDUCATION COMMITTEE

- ☐ Course is acceptable as a general education course linked to the General Education goal of communicating effectively.
- ☐ Course is not acceptable as a general education course linked to the General Education goal of communicating effectively.
- ☐ Course is acceptable as a general education course linked to the General Education goal of communicating effectively given the following modifications:

- ☐ Unable to evaluate as a general education course linked to the General Education goal of communicating effectively.

The following information or documentation is needed:

ACTION REQUIRED

- | | | | | |
|--------------------------|-------------------------------|-------------|-------------|-------------|
| <input type="checkbox"/> | None | | | |
| <input type="checkbox"/> | Follow-up Review | 2013 | 2014 | 2016 |
| <input type="checkbox"/> | Meeting with Department Chair | | | |

GEC Chair _____ Date _____

Approved 10/30/2012