Example of Common Proposal Issues for General Education (GE) Courses

Please also refer to Dos and Don'ts-helpful hints for proposal creation-UPDATED

1. Consultation:

The SCCA and the relevant subcommittees reviewing GE courses are taking very seriously the requirement that consultation be broad and include all campuses offering these courses. There are guidelines and some mandates; however, determining an actual number of consultants is harder. We felt that we needed to attempt to quantify broad consultation at the college level at least in terms of course "ADD" proposals. Thus, we have begun recommending that course add proposals include at least 10 UP faculty and 5 campus faculty. This is a recommendation only; no single guideline will fit all units or all courses. If you believe consultation is sufficient, let us know. Consider uploading a document that explains your consultation plan or any email exchanges with other colleagues. If you are struggling to identify relevant faculty, ask us.

Depending on the level of consultation in your proposal we will re-set it at various times. For example, if there is no consultation at all we will re-set for that reason before reviewing the remainder of the proposal.

Please note that consultation for new or changes in degree programs will likely be more extensive. Please see the LA Curriculum site.

Things to remember:
1. All Honors courses must include consultation with someone at Schreyer's (i.e. Assoc Dean Academic Affairs, Keefe Manning, kbm10)
2. All World Campus courses must include consultation with Avis Kunz (alm2).
3. If the course is cross-listed, must include consultation with the "other" department.
4. If the course is or has been offered at another campus within the last four years, you must include someone from that campus. Please note that in CRCS proposals will include *Campuses That Have Offered (Course X) Over The Past 4 Years* at the bottom of the web document.
5. Consult with departments outside of the disciplinary community if the course title or subject matter overlaps.
6. If the course is a prescribed course in another major, you should include someone from that major. You can check on that in the Impact Analysis tool located in the CRCS (under Tools) https://curriculum.psu.edu/Tools/impactanalysis.aspx

How do I know who to consult?

1. Reach out to your counterparts in other departments or campuses

2. Go to the LA Curriculum site for resources
3. E-mail LACurriculum
4. E-mail gened@psu.edu

2. **Complete Proposal**

The SCCA general education subcommittees have learned that GE content in proposals cannot be assessed without a full proposal. While the curriculum system computing staff are regularly tweaking the proposal form, any change -- including changing required fields -- only affects proposals not yet started in the system. This is different from what you are used to doing when it comes to change proposals. At the college level we are looking for incomplete areas in the proposal. We will re-set your proposal and provide feedback on the areas to be completed.

Some examples:
1. Make sure all attributes/designations are checked. BA justification is needed as well as justification for US/IL designations (remember at least 50% of course must meet the each). BA Justifications need to be just one sentence, for example: This course meets the BA requirements in the humanities by satisfying the GE requirements in the humanities due to focus on…OR…The course fulfills the BA in Humanities requirements by asking students to demonstrate competence in....
2. Please include 15 weeks of content.
3. Please make sure assessments equal 100%
4. Make good use of the long description and make sure it is durable. Steer clear of including text books, specific assignments and assessments.
5. Please include GE learning objectives and assessments. Keep in mind that you will need to describe how assessments will tap into the GE LO. It is not sufficient to list only types of assessments, but you must say HOW they tap each.

Please see https://gened.psu.edu/recertification-process-general-education-courses or LA Curriculum site or https://curriculum.psu.edu/PSCSLanding.aspx for resources and examples (sample proposals).

6. **Syllabus**

You must include a syllabus that address GE – see syllabus template

7. **Timing**

The timing of proposals through the approval system is impacted by multiple factors (including LionPath scheduling issues) and we plan to share a timeline with you soon that should provide clarity. If you were hoping to offer a course before it is approved, you can do a onetime course offering. For integrative courses go to: https://gened.psu.edu/integrative-studies-courses