

## General Education New Course Discussion Guide

<b>UCC Control #:</b>	
<b>Course Number:</b>	
<b>Course Name:</b>	
<b>Proposed Program Goal:</b>	
<b>Proposed Program Theme:</b>	

- Course will be discussed on \_\_\_\_\_, and program sponsor has been invited to the program committee meeting discussion by program committee chairperson.

### Program Theme and Goal:

- This program goal is the best fit for this course.  
If not, recommended program goal: \_\_\_\_\_

**Notes/Concerns to be addressed in program committee meeting:**

### Assessment Plan:

- The course sponsoring department or program will participate in General Education Program assessment as outlined in the General Education Handbook.
- The course sponsor has a clear plan for multiple ways in which students may meet the General Education Program Goal learning objectives.
- The course sponsor gives examples of learning outcomes (e.g. essays, test questions, projects, portfolios, etc.) that may be retained for GEC assessment.

**Notes/Concerns to be addressed in program committee meeting:**

### Course Syllabus:

- The course sponsor has provided a syllabus with learning objectives (their own and General Education Program Goals), a tentative schedule of class topics and student assignments, and a list of potential readings. This syllabus is not binding, but should show that the sponsor has thought about how their course may achieve the learning outcomes associated with the proposed General Education Program Goal.
- The General Education Program Goal learning objectives as stated in the assessment rubric are included in the syllabus.
- General Education Program Goals (which “prompt and guide” student learning) are demonstrated through such things as:
  - Readings supporting the program goals

- Class topics supporting program goals
  - Class activities supporting program goals
  - Students are given multiple opportunities to demonstrate learning outcomes related to the General Education Program Goal learning objectives through such things as:
    - Homework questions
    - Quiz questions
    - Exam questions
    - Essays
    - Oral Presentations
    - Projects
    - Portfolios
- (The student learning outcomes will need to be assessed based on the five-column rubric General Education Program Goal. This data will need to be shared annually with GEC.)

**Notes/Concerns to be addressed in program committee meeting:**

**Concerns/Policies to be discussed at UCC:**

- The course sponsoring department or program has contacted existing programs with courses in this General Education Program Goal.
- The course does not duplicate existing courses in the General Education Program.
- The course sponsoring department or program has addressed possible impacts on existing courses in the General Education Program Goal and Theme.
- Resource discussion pertaining to other (existing) course offerings within the General Education Program Goal and Theme. *{This is also something that is handled at Dean/Provost level}*