

## Appendix L. Draft of GE Course Renewal Process

General Education Course Renewal Process: Goals and Timeline  
Draft 2 – June 2015

### **Background:**

Presently, GE course proposals are submitted for review by the GEGB with every new catalog cycle. Once a course is approved, the proposal is seldom revisited by the proposer, the department, or the GEGB. However, the GEGB recognizes that course content and pedagogical approaches necessarily shift over time and existing courses can fall out of currency.

### **Goals:**

The “GE Course Renewal” process will ensure that courses continue to meet the GE Learning Outcomes and Criteria for which the courses were approved. This process is not intended to question the integrity of the faculty or the courses they design and teach. Rather, “GE Course Renewal” ensures that the GE program is cohesive for faculty and students alike. Moreover, the process gives faculty and departments an opportunity to revisit their courses. The GEGB hopes to build a collaborative relationship with the faculty who support the GE program to document the educational effectiveness of all GE courses.

### **Timeline:**

#### *2015-2017: Planning Phase*

The GEGB will work with the Registrar’s office to create a new online “Course Renewal” form. We envision a form that asks for more details than a “Course Modification” form, but that is less time-intensive than a new course proposal – perhaps even a checklist that asks reviewers to consider courses learning outcomes.

Proposers will also be asked to submit relevant course documents, including a syllabus and assignment outline, that demonstrate how LOs and CRs are being met. During the planning phase, the GEGB will work with Academic Programs to determine if there is a way to link GE Renewal with department reviews. The GEGB will also work with the Academic Senate Curriculum Committee.

The GEGB will work with the registrar to identify courses that have not been reviewed for more than six years. We will then contact those programs and suggest that they submit a proposal for course renewal during the “pilot phase.”

#### *Catalog Cycle 2017-2019: Pilot Phase*

Faculty will be invited to submit courses for GE Renewal. This open-enrollment period will enable departments and programs to identify GE course proposals within their own curriculum that are out-of-date and may not fully capture how the

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course is currently taught. This period also provides an opportunity for proposers to update the course's assessment methods and course learning objectives. The Pilot Phase will help the GEGB tweak and adjust the review process. We may also target specific colleges/programs to collaborate with.

### *Fall 2019: Begin Renewal Process*

Courses that were approved prior to 2017, and that were not submitted for Renewal during the previous open-enrollment phase, will be subject to review. Courses must be reviewed on a **six-year cycle**. The GEGB will work with the Registrar to identify courses that need to be reviewed and will publish a **timeline** to help departments know when to submit materials for renewal.

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