

PROCEDURE MANUAL
UNIVERSITY GENERAL EDUCATION
COMMITTEE

University of Wisconsin – Eau Claire
Revised, May 2004

Table of Contents:

Membership, Function, and Jurisdiction	2
Philosophy and Criteria	3
Application Questionnaire	4
General Procedures	5
Summary of General Education Categories	7
General Education Course Student Evaluation	8

Membership:

The University General Education Committee includes six faculty representatives from the College of Arts and Sciences, two faculty representatives from the College of Business, and two faculty representatives from the College of Education and Human Sciences and one from the College of Nursing and Health Sciences. These representatives are chosen by existing shared governance processes established through the bylaws of the respective schools or colleges. One student, with at least junior standing, is appointed by the Student Senate President in accordance with customary procedures. Faculty serve staggered three-year terms with approximately one-third of the representatives from each College being elected each year.

Function:

The University General Education Committee develops and maintains criteria for General Education courses and reports criteria change to the Academic Policies Committee and University Senate for approval. The Committee approves new courses for inclusion in the General Education Program and periodically reviews existing courses for continued inclusion, reporting such decisions to the general faculty as necessary.

Jurisdiction:

Each College or School Curriculum Committee is responsible for determining if a course is eligible for Cultural Diversity, Foreign Culture, Service Learning, or Wellness.

Each College or School Curriculum Committee is responsible for approving any new courses even if they may also need approval for General Education.

Each College or School Curriculum Committee is responsible for reviewing a potential General Education course and approving it for review by the University General Education Committee.

The Philosophy of the General Education Experience

Experience and learning have always communicated the interdependencies and interrelationships that exist between persons and things – and today, because of the increasingly powerful technologies of information gathering, communication, and transportation, it is even more vital for students to see that specialized knowledge alone is not sufficient to meet the challenges of reasonable and responsible living in a complex world. Specialties enable persons to be successful as professionals. General Education must enable them to be successful as human beings.

The General Education program is provided to help each student attain the basic competencies, breadth of knowledge, and critical judgment, which characterize a mature and responsible individual in the modern world. More specifically, the program is designed to: (1) stimulate and direct learning throughout life; (2) provide exposure to typical modes of inquiry within the disciplines; (3) promote active learning and a critical response to what is read, heard, and seen; and (4) broaden individual perspectives and emphasize relationships with other fields of study, other cultures, or times.

The General Education program seeks to develop further the abilities and skills of students by fostering: (1) extensive communication and analysis; (2) an elevated social conscience and commitment to a life of involvement and public service; and (3) opportunities to study and to develop one's own system of values.

Criteria for courses included in the General Education program

Prerequisites, Availability, and Evaluation

Each GE course must:

- Be available to non-majors. Courses for which pre-assignments are only offered to majors or whose populations are only majors in the discipline will not be considered GE. [Note: to receive a favorable Update Review, the course's enrollment history must demonstrate course availability to non-majors.]
- Have no more than two courses as pre-requisites for registration, excluding prerequisites that establish foreign language or mathematical proficiency. More courses or credits in pre-requisites imply a specialization in a discipline or content area.
- Employ a variety of means to assess and evaluate learning (i.e., no course may rely solely on types of examination that could be machine-scored).

Course Content

Each GE course must contribute to:

- Broadening individual perspectives (for example, issues related to gender, cultural diversity, individual differences, deeper appreciation of nature).
- Providing a basic foundation of the field to allow one to critically analyze what is read, heard, and/or seen and solve problems related to the field throughout life.
- Providing exposure to typical modes of inquiry within the discipline(s) and examining relationships with other fields of study.
- Enhancing one's ability to write, read, speak, and/or listen.

General Education Application Questionnaire

Please answer the following questions.

1. Seats in GE courses must be made available to non-majors. Are there any enrollment restrictions placed on this course at any time during the registration process (i.e., required school/status, declared major/minor, required classification, special permission, seat pre-assignment)? If so, please explain the need for such restrictions. If this is an Update, please include data from the last three most recent course offerings that demonstrate non-major enrollment has occurred on a regular basis since the last review. Data are available at this web site: <http://web.uwec.edu/oakdev/RAR726/PREFIX.htm> where PREFIX is the course prefix (for example – BIOL, CSD, FMHN, IS, SPED). In addition, you will need to enter your user name and password to access the data.
2. GE courses must have no more than two pre-requisites for registration, excluding prerequisites that establish language or mathematical proficiency. What are the pre-requisites for this course? If any pre-requisite course has a pre-requisite, please note this as well. If more than two, explain the rationale for requiring more than two courses as pre-requisites. If this question does not apply, please answer N/A.
3. GE courses must employ a variety of means to assess and evaluate learning (i.e., no course grade may rely solely on types of examinations that could be machine-scored). What is the nature of the assessment and evaluation methods used in this course? Please include a typical percentage breakdown of how each of the evaluation methods contributes to the overall grade for the course.
4. GE courses must contribute to all of the following. Briefly respond to all of the items below. [Responses 'see syllabus', 'see timetable' are not acceptable.]

How does this course...

- a. Broaden student perspectives (for example, issues related to gender, cultural diversity, individual differences, deeper appreciation of nature)?
 - b. Provide a basic foundation to the field to allow the student to critically analyze what is read, heard, and/or seen?
 - c. Allow the student to solve problems related to the field?
 - d. Assist the student in gaining exposure to typical modes of inquiry within the discipline?
 - e. Examine relationships with other fields of study?
 - f. Incorporate and enhance the development of students' ability to read, write, speak and/or listen?
5. If requesting continuing approval, please highlight GE strengths, discuss weaknesses, or address discrepancies revealed by the summary sheet of the GE Course Student Evaluations.

Procedures for Requesting that a Course be Offered for General Education

General Education approval is granted only for a maximum of six years. After six years, courses not requesting continuing approval will have their GE approval withdrawn.

For courses requesting 1st time GE approval:

- 1) Based on the General Education criteria set forth by the UGEC and University Senate, the appropriate School/College Curriculum Committee where the course is housed should determine (a) if the GE criteria have been met and (b) which GE category and subcategory is appropriate for the course.

For courses meeting the criteria, the School/College Curriculum Committee should forward 12 hard copies of the following to the UGEC:

- (a) Registrar's Course Master Form with a clear indication of the GE category and subcategory appropriate for the course;
 - (b) Responses to the UGEC's GE Application Questionnaire;
 - (c) Course outline/syllabus which clearly indicates a topical sequence, descriptions of all graded assignments/examinations, and typical percentage breakdown of how each of the evaluation methods contributes to the overall grade for the course; and
 - (d) Any other supporting materials provided to the School/College Curriculum Committee.
- 2) The School/College Curriculum Committee and department/program will be notified as to whether the request for GE is approved or denied. If approved, the UGEC will notify the Registrar's Office.

For courses requesting continuing approval:

1. Based on the GE criteria set forth by the UGEC and University Senate, the appropriate School/College Curriculum Committee where the course is housed should determine if the criteria are still being met.
2. For courses continuing to meet the criteria, the School/College Curriculum Committee should forward 12 hard copies of the following to the UGEC:
 - (a) Registrar's Course Master Form with a clear indication of the GE category and subcategory appropriate for the course;
 - (b) Responses to the UGEC's GE Application Questionnaire;
 - (c) Summary sheet(s) from Test Scoring of the GE Course Student Evaluations;
 - (d) Course outline/syllabus which clearly indicates a topical sequence, descriptions of all graded assignments/examinations, and typical percentage breakdown of how each of the evaluation methods contributes to the overall grade for the course;
 - (e) Course Demand data demonstrating non-major enrollments from at least the three most recent course offerings. [If this is not sufficient to demonstrate non-major enrollments, include additional data.]; and

- (f) Any other supporting materials provided to the School/College Curriculum Committee.
3. The School/College Curriculum Committee and department/program will be notified as to whether the request for GE is approved or denied. The UGEC will notify the Registrar's Office. If the request is denied, notification will be given prior to the Fall Schedule Bulletin and Catalogue copy deadlines. Removal of the GE designation will take effect with the beginning of the spring registration cycle for the fall semester.

Courses currently approved for General Education:

1. If a GE-related concern is brought to the University General Education Committee about a course, the Committee reserves the right to review that existing GE course for compliance with the GE criteria.
2. Each School/College Curriculum Committee shall provide the UGEC with a listing of when existing GE-approved courses are scheduled for review by the School/College Curriculum Committee. (UGEC will notify the department responsible for a given GE course in the spring semester prior to the academic year in which the request for continuing approval should be made.) All courses must be reviewed within six years of the last review. After six years, courses not requesting continuing approval will have their GE approval withdrawn.
3. At the time of scheduled review, the School/College Curriculum Committee shall follow the procedures for Requesting Continuing Approval for the course.

If a course currently approved for General Education comes before the School/College Curriculum Committee for changes and those changes affect any of the following items, the course must be forwarded to the University General Education Committee requesting continuing approval.

Forward if there are changes in:

- the GE category designation [If removal of the GE designation has been requested and approved by the School/College Curriculum Committee, that Committee should notify the UGEC – no additional action is required.]
- pre-requisites or pre-assignment or other registration restrictions
- availability for non-majors
- the nature of assessment and evaluation
- more than 25% of the course content

SUMMARY OF GENERAL EDUCATION CATEGORIES

CATEGORY I: Communications

- A. Language Skills
- B. Analytical Skills
- C. Interdisciplinary Studies – Communications, WMNS 431

CATEGORY II: Natural Sciences

- A. Biology
- B. Chemistry
- C. Geography, physical
- D. Geology
- E. Physics
- F. Interdisciplinary Studies – Natural Sciences, WMNS 432

CATEGORY III: Social Sciences

- A. Anthropology
- B. Economics
- C. Geography, cultural
- D. Political Science
- E. Psychology
- F. Sociology
- G. Interdisciplinary Studies – Social Sciences, AIS 101, CRMJ, LAS 150, WMNS 310, 433, 440

CATEGORY IV: Humanities

- A. Fine Arts (Art, Art History, Dance, Music, Theatre Arts, Music Therapy/including MUTX 116, 218)
- B. Philosophy (not logic) or Religious Studies
- C. History
- D. Literature: English or Foreign Language Literature and Civilization
- E. Interdisciplinary Studies – Humanities (IDIS, HUMS, INTS, LAS, WMNS, AIS 102)

CATEGORY V: University Wide General Education

- new courses from the Colleges of Business, Education and Human Sciences, or Nursing and Health Sciences
- courses that combine two or more of the Categories from I to IV

