GENERAL EDUCATION COURSES
New and revised

These directions address the General Education portions of the form. For details on how to complete the rest of the form, reference the *Creating a New Course* or *Revising an Existing Course* guides.

If deactivating a course that is in Gen Ed, follow the *Deactivating a Course* guide. The only difference is that a Gen Ed course deactivation will also require General Education Committee approval. You can skip the below directions.

1. Login to CIM Course Management using your UWL user id and password.

2. Select the correct form for what you are trying to do.
    a. If creating a new course to be in the Gen Ed Program, click on **Propose New Course**. A new window will open up.
    b. If adding an existing course to the Gen Ed Program, search for the existing course in the search bar. Select the course in the results and then the **Edit Course** button on the right. A new window will open up.

2. Complete or edit the form starting at the top as needed. Refer to the guides mentioned above for more details.

3. In the *Course Details* section of the form, select **Yes** to the "**General Education?**" question. This opens the *General Education Program Information* section farther down the form.

    a. If removing a course from Gen Ed but course will still exist, change this answer to **No**. You may skip the rest of these directions.

4. Continue completing/editing the form until you get to the *General Education Program Information* section.

General Education Program Information: For additional help completing the section, please note the various help bubbles and links in introductory texts to documents and websites. The links include the following:
*   GEC's review criteria for new General Education courses
*   The categories, descriptions, and program outcomes can be found in either the catalog or the General Education Program webpage.
*   The General Education Program goals are published in the catalog. (Before July 2025, the goals can be found in the draft 2025-26 catalog.)
*   Gen Ed Assessment website (Please note site is being updated.) – If the course is approved for Gen Ed, the department/program agrees to follow General Education Assessment Committee (GEAC) guidelines for assessing the course, submitting reports on a cycle determined by the General Education Committee (Faculty Senate Articles and Bylaws, I.J.2). Failure to submit assessment reports in a timely manner may result in the course being removed from the General Education Program.

5. **Projected Enrollment (per semester offered)**
   a. Include both the total enrollment expected as well as the number of sections estimated to be scheduled in each semester.
   b. Estimate the enrollment for both Fall and Spring. This information is requested for enrollment planning purposes.

General Education Program Information

Both new courses being added to the program and revisions to existing General Education courses require General Education Committee approval.

Projected enrollment (per semester offered):

Total enrollment - Fall	1000	Total enrollment - Spring	0
Number of sections - Fall	45	Number of sections - Spring	0

6. **GE Category & Learning Outcomes -** *new categories started Summer 2025*
   a. General Education courses are split into 3 groups: **First College Courses, University Core, and Integrative Perspectives**. The proposed course must meet the program learning outcome for a category that falls into one of these groups.

General Education courses are split into 3 different groups: **First College Courses, University Core, and Integrative Perspectives**. The proposed course must meet the program learning outcome for a category that falls into one of these groups. Check the General Education Program category with a program learning outcome appropriate for this course. **The course may only be in one category.**

Note the links to helpful documents

See the university catalog for the full description of the General Education Program. Refer to the General Education website for more information about the Gen Ed Program Learning Outcomes.

Please note: During the transition where there are students still finishing the requirements of the prior General Education Program, the previous category will remain visible below. Proposers will not be able to make changes to the previous category. If you have questions about this, please contact the Records Office.

General Education Category and Program Learning Outcome (select one from the new categories):

☐ First College Courses: First-Year Seminar (GEN ED 1001)
☑ First College Courses: Written Literacy (GEN ED 1002)
☐ First College Courses: Spoken Literacy (GEN ED 1003)
☐ First College Courses: Quantitative Reasoning (GEN ED 1004)

Select one category

☐ University Core: Ethnic Diversity (GEN ED 1005)
☐ University Core: Mind and Body (GEN ED 1006)
☐ University Core: Arts and Aesthetics (GEN ED 1007)
☐ University Core: Experiential Science (GEN ED 1008)
☐ University Core: Social and Behavioral Studies (GEN ED 1009)
☐ Integrative Perspectives: The Stories We Tell (GEN ED 1010)
☐ Integrative Perspectives: The Pasts That Define Us (GEN ED 1011)
☐ Integrative Perspectives: The Planet That Sustains Us (GEN ED 1012)
☐ Integrative Perspectives: The Cultures of Our World (GEN ED 1013)

   b. Check the appropriate category in which you propose the course best fits.
      i. <u>New courses</u>: Select one category from the new categories only.
      ii. <u>Existing courses that have never been in Gen Ed:</u> Select one category from the new categories only.

iii. <u>Existing courses that were in the prior Gen Ed Program:</u> There will be a period of years where current students complete the old categories, and new students complete the new categories. During the transition period, courses that were in the old Gen Ed will already have a category from that program selected. This category can no longer be changed. **Select one category from the new categories only** and the prior category will remain until all current students have completed the prior Gen Ed.

c. Any category with "administrative use only" behind it should not be selected or changed. Contact the Curriculum Team in the Records Office at <u>curriculum@uwlax.edu</u> if you have any questions.

7. **How does the course align with the GE category selected above?**
   a. Explain how/why the course fits into the chosen category.
   b. In addition, if you selected First Year Seminar, Written and Spoken Literacy, or Quantitative Literacy, then your rationale should address why the course is appropriate to take in the first year.

8. **How do the course's student learning outcomes align with the Gen Ed program learning outcome in that category?**
   a. Explain how the course's SLOs align with the program learning outcome for the selected Gen Ed category.
   b. The General Education Committee will use the information you provide below to evaluate how your course aligns with the GE SLO you have selected. Remember that committee members are not necessarily familiar with your discipline, so it is important to clearly explain how your specific course content will allow students to achieve the broad GE SLO.

Explain how the course aligns with the specified GE category and category description. (If you specified a "First College Course," namely First Year Seminar, Written and Spoken Literacy, or Quantitative Literacy, then your rationale should address why the course is appropriate to take in the first year.)

Explain how course student learning outcome(s) align with the program learning outcome for the specified category.

9. **How does the course relate to the broad education of the whole person and play a vital role in preparing students for life beyond the university?**

Explain how the course relates to "the broad education of the whole person and plays a vital role in preparing students for life beyond the university." (Undergraduate Catalog)

10. Read through and answer **Yes** to this statement: *The department/program agrees to follow General Education Assessment Committee (GEAC) guidelines for assessing the course, submitting reports on a cycle determined by the General Education Committee (Faculty Senate Articles and Bylaws, I.J.2). (Note: Failure to submit assessment reports in a timely manner may result in the course being removed from the General Education Program.)*
    a. If answer is no, course will not be approved for Gen Ed.

11. **Is This Course Taught by One Instructor or Several?** If **Several** is selected, a text box will appear asking how you will ensure all sections address the same outcome(s).

Is course taught by only one instructor or several?

Several ⌄

How will you ensure that all sections address the same outcome(s)?

All ENG 110 classes have shared SLOs, use a shared assessment, and have a shared rubric to assess student work. The First-Year Writing Program (FYWP) Coordinator in collaboration with the English Department Composition Committee works with all FYWP instructors to ensure that they are engaged in the shared assessment for the GE Program.

12. Complete the rest of the form.

13. After completing the form, select one of the following:
    a. **Save as Draft** (button at end of form) **-** to save your work and come back at a later time. This save does not submit the form and will allow saving without filling out all required fields.
    b. **Start Workflow** (button at end of form) - to save and submit all changes for approval. All required fields must be filled out before the proposal can be submitted. The form saves and notifies the next approver in the workflow with an automated email explaining that they can now review, edit, approve, or reject the course proposal.
    c. **Cancel** (button at end of form) – to erase any changes you made in this session, but only this session. You are returned to the previous screen. Form will not be submitted.
    d. **Erasing all edits -** Contact the curriculum administrators in the Records and Registration office (curriculum@uwlax.edu) to erase your edits and start over.

Approvals required: Department, college curriculum committee (if applicable), college/school dean's office, Undergraduate Curriculum Committee, and the General Education Committee (GEC).
- Please note that the GEC reviews **all** courses in Gen Ed including both those being added, deactivated, or revised.
- After approval at GEC, the course goes to the Records office to be processed.

Questions?
- General Education Director: Bryan Kopp, bkopp@uwlax.edu, 608.785.6936

- Additional CIM guides can be found on http://www.uwlax.edu/records/faculty-staff-resources/curriculum-resources/, or contact the Records and Registration's Curriculum Team at curriculum@uwlax.edu.