

Guide for GE Course Proposal

Please provide the following to the GE Subcommittee for each course you wish considered for inclusion as General Education Course.

- I. Proposed Catalog Copy Information including the following.
 - A. Department, Course number, title and number of units.
 - B. Course Description (up to 50 words).
 - C. Grading Mode.
 - D. Prerequisites, if any.
 - E. Other clarifying comments including GE area (C1, D2, etc.).
 - F. Frequency of course offering.
- II. Sample syllabus that conforms to SSU Course Outline Policy (#2006-2), which is available on the SSU web site.
- III. Also include the following sections.
 - A. Description of plan for assessing the course's effectiveness at achieving expected learning objectives. Please consult with your school representative to the SSU GE subcommittee and/or departments with existing assessment plans on how to prepare this portion of the proposal.
 - B. Description of how the course will be structured and staffed. For example, a course may include multiple discussion sections taught by the same faculty member as the main lecture, or taught by teaching assistants or support personnel. Describe projected enrollment here.
 - C. Relationship to existing GE courses. Respond to the following questions:
 1. How does this course contribute towards the Mission, Goals, and Objectives of the SSU GE program and specific goals of the GE area(s) for which it is being proposed?
 2. Does the proposed course satisfy learning objectives not presently satisfied by existing GE courses? If so, specifically how does it achieve this?
 3. Will the proposed course satisfy major requirements or electives for any program? If so, describe the role it plays in the curriculum for these degree programs.
 4. How does the proposed course structure relate to existing GE courses in related GE areas?
 5. How might this course affect enrollment for other GE courses in related GE areas? Which courses will be affected, and what is the expected consequence of the proposed course on those other courses?

Review Process:

Prior to submission of your proposal to the GE subcommittee, the appropriate school-level curriculum committee(s) and dean must review all new course proposals, and their recommendations should be included in the proposal package. Their recommendations

and ranking of course priorities should be included in the proposal package. The GE subcommittee will review proposals and forward its recommendations to EPC. As part of the review process, proposers will be asked to present proposals to the GE subcommittee.

To guarantee a complete review in the semester submitted, complete proposals must be received before the fourth week of each semester. It has been the experience of the GE subcommittee that proposals that have undergone wide discussion and consultation with affected departments/schools prior to submission have the greatest chance of moving successfully and quickly through the process.

Version 7, passed unanimously by EPC, May 10, 2007.