**Procedure for Approval of a Course Proposed to satisfy General University Requirements**

**April 27, 2023**

[Approved unanimously by the UPC on May 9, 2023, with changes/clarifications mentioned at that meeting.]

The GUR Course Approval Subcommittee (CAS) of the University Senate’s Undergraduate Programs Committee (UPC) is charged with reviewing and approving courses (both permanent courses and special topics courses) that propose to satisfy one or more of the General University Requirements in Foundations or Perspectives of Understanding, as well as working with faculty members to revise courses as needed.

The purpose of the CAS’s review is to ensure that the appropriate learning outcomes are included in the course syllabus and that there is sufficient detail as to how those learning outcomes will be assessed in the course.

**Deadlines**

These deadlines allow for syllabus revisions (if necessary), Catalogue copy approval, and appropriate coding of courses in the course registration system.

*For permanent courses to be put in the Catalogue:* Materials should be submitted by

* October 1 for courses to be offered in the following academic year.
* Example: A permanent course to be offered at any time during academic year 2024-2025 should be submitted by October 1, 2023.

*For special topics courses:* Materials should be submitted by

* October 1 for courses to be offered in the following spring semester, and
* March 15 for courses to be offered in the following summer term or fall semester.
* Example: A special topics course to be offered in Fall 2024 should be submitted by March 15, 2024.

**How to Submit**

Submit materials to the chair of the GUR Course Approval Subcommittee. The person(s) submitting materials depends on the appropriate home department or program as indicated in the table given at the end of this document. Submission of materials to the CAS should only happen if the course has received the approval of the appropriate home department or program. It is up to the chair or director of the home department or program to decide how to grant approval for courses.

**Honors Courses**

An Honors version of an already-approved course for the GUR does not need to go through this approval process. Instead, submit the syllabus to the chair of the CAS for their records.

Example: An Honors version of ENGL 132 does not need to go through the approval process.

**What to Submit**

Submit a complete syllabus that includes all the usual information required by the *Faculty Handbook,* and in addition contains

* the current Learning Outcomes for the appropriate Foundations and/or Perspectives of Understanding covered in the course (see the [General University Requirements](https://www1.wne.edu/academic-affairs/assessment/general-university-requirements.cfm) webpage), and
* details of how each Learning Outcome will be assessed in the course.

Instructors need to provide enough detail so that the CAS can evaluate whether the assignments are aligned with the Learning Outcomes. Many instructors choose to submit the complete assignment descriptions for some Learning Outcomes. The more information, the better.

**Review and Approval**

The CAS reviews the materials and decides whether the course satisfies the requirements of the particular Foundation(s) and/or Perspective(s) of Understanding. A majority of voting members is required to approve. If changes are necessary, the CAS collaborates with the faculty member and any other relevant parties (e.g., the Director of Assessment) to submit a revision.

Once the course receives final approval, the chair of the CAS informs the faculty member, the submitting chair(s) or program director(s), the Director of Assessment, and the University Registrar.

The chair of the CAS reports its work to the UPC. If the UPC has any concerns about an approved course, it can decide on an appropriate course of action.

|  |  |
| --- | --- |
| **General University Requirement** | **Who Submits** |
| *Foundations* |  |
|  Computer Competence | Chair, Department of Computer Science and Information Technology |
|  Critical Thinking | Chair of the department of the faculty member teaching the course |
|  Information Literacy | Chair of the department of the faculty member teaching the course (in consultation with Department of English and Cultural Studies and/or library staff) |
|  Mathematical Analysis | Chair, Department of Mathematics |
|  Oral Communication | Chair, Department of Communication, Media, and Arts |
|  Written Communication | Chair, Department of English and Cultural Studies |
| *Perspectives of Understanding* |  |
|  Aesthetic | For non-FILM courses: Chair, Department of Communication, Media, and ArtsFor FILM courses: Chair, Department of English and Cultural Studies |
|  Ethical | Chair, Department of History, Philosophy, Political Science, and Economics |
|  Global Cultures | Chair, Department of English and Cultural StudiesDirector, Global Cultures Program |
|  Historical | Chair, Department of History, Philosophy, Political Science, and Economics |
|  Natural Science | Chair, Department of Physical and Biological Sciences |
|  Social & Behavioral Science | Chair of appropriate department (Criminal Justice, Sociology, and Social Work; History, Philosophy, Political Science, and Economics; or Psychology) |