

WINONA STATE UNIVERSITY

DIRECTIONS FOR SUBMITTING PROPOSALS FOR GENERAL EDUCATION PROGRAM COURSES

This form, *Proposal for General Education Program Courses*, is to be used to submit course proposals for inclusion in the General Education Program. Read the directions below for information on submitting General Education Program Courses. The department must include the *General Education Program Approval Form* (signature sheet) with this proposal. Copies of each of these forms are attached.

The GEPS will review courses submitted by departments and programs for inclusion in the GEP. Courses will receive approval for a fixed period of 6 years. Approval will automatically expire if the course is not submitted for review before the end of that fixed period.

A. Initial Approval Process

If the course proposal is for a new course, the course must first be approved as a new course before submission to the General Education Program.

1. Course proposals must be completed on the appropriate form with all required signatures.
2. Course proposals must designate which specified GEP category(ies) is (are) being requested.
3. Course proposals must address the specified student competencies for all specified GEP category(ies). Proposals for courses in the ten Goal Areas must demonstrate that the course fulfills at least 51% of the specified competencies. Proposals for courses in the Additional Requirement categories must demonstrate that the course meets 100% of the specified competencies.
4. The course proposal must include documentation of course requirements and learning activities designed to meet the student competencies for the specified GEP category(ies). Proposals for Intensive Categories will need to demonstrate to the GEPS that the courses in question merit the designation as 'intensive.' Proposals should describe appropriate Goal Area prerequisites for intensive courses.

NOTE: Expectations for Oral Intensive courses issued by GEPS Fall 2012:

Specifically, in assessing Outcome 1, "Earn significant course credit through extemporaneous oral presentations," the committee considers the following among their criteria:

1. Are presentations delivered from limited notes, not manuscripts;
2. Is the presentation delivered intact and not edited by the presenter; and
3. Are presenters expected to be engaged with a live/synchronous audience and adaptive to audience response?

These criteria are relevant because intensives are intended to develop students' proficiency and mastery well beyond entry-level course work. If course proposers are unsure whether or not a course will meet these expectations in the Oral Intensive category, they are invited to talk with the GEP Director, GEPS Chair or members of the GEPS.

5. The course proposal must include a course outline (MNSCU Board Policy 3.22 and Procedure 3.22.1; see (<http://mnsu.edu/board/policy/322.html> and <http://www.mnsu.edu/board/procedure/322p1.html>) that clearly identifies which specified GEP category(ies) the course meets and the course requirements which satisfy those goal areas.
6. The course proposal must include an assessment plan for the course that identifies the process by which evidence will be collected to demonstrate that the course meets the student competencies for the specified GEP category(ies).
7. The GEPS may request additional information in the review process.
8. Course sequences may be submitted for approval to satisfy the requirements of the specified GEP category(ies). In this case, it must be demonstrated that the relevant student competencies are met across all the courses in the sequence. Note: The GEP requirement is met when the course sequence is successfully completed. Students will not receive GEP credit for partial completion of an approved course sequence.
9. Once the course is approved, a final electronic copy of the proposal must be submitted to the A2C2 Chair, including a course outline that clearly identifies which specified GEP category(ies) the course meets, the course requirements which satisfy those goal areas, and whether or not it also satisfies the MnTC.

B. Re-approval Process

1. Course re-approval proposals must be completed on the appropriate form with all required signatures.
2. Course re-approval proposals must designate which specified GEP category(ies) is (are) being requested.
Note: A department or program may choose to have a course re-approved for only some of the prior specified GEP category(ies). To add new specified GEP category(ies) to the course, the initial approval process must be followed for that addition.

3. The re-approval course proposal must include course outline The course proposal must include a course outline (MNSCU Board Policy 3.22 and Procedure 3.22.1; see (<http://mnsu.edu/board/policy/322.html> and <http://www.mnsu.edu/board/procedure/322p1.html>) that clearly identifies which specified GEP category(ies) the course meets and the course requirements which satisfy those goal areas.
4. The re-approval course proposal must include a summary of the assessment process as defined in the initial course approval form. It should also include any future assessment plans.

Once the course is re-approved, a final electronic copy of the proposal must be submitted to the A2C2 Chair, including a course outline that clearly identifies which specified GEP category(ies) the course meets, the course requirements, which satisfy those goal areas, and whether or not it also satisfies the MnTC.

[Revised 10-22-12]