**Batch Recertification Process & Forms**

**Process**

1. Departments submit to their respective college office a list of General Education courses and a representative syllabus for each course (not each section), which includes the new GE goals and learning outcomes following 17/AS/17/UEPC, General Education (GE) Area and Outcome Alignment..
2. The college curriculum committee will have the purview to decide whether or not to review the packet (syllabi and GE course list) or forward directly to the College Dean from the Department Chairs.
3. The college dean will review the department packets and forward the approved packets to the Office of Academic Programs.
4. Following current procedure, the Office of Academic Programs will work with the Office of Assessment to ensure that each packet received from the College Dean is complete. Completed packets will be forwarded to the GE subcommittee for review and approval. Any clarification needed will be conducted among the GE subcommittee Chair, the Faculty Director of GE (FDGE), the College Dean, and the applicable department chair.
5. The GE subcommittee will forward approved college packets to the Office of Academic Programs.
6. The Office of Academic Programs will house the approved documentation as University records.
7. Newly proposed GE courses will be certified using the currently existing curricular processes beginning at the department level using modified criteria based on Area alignment to the 2015 GE Goals and Outcomes (17/AS/14/UEPC).

**Form To Be Submitted By Each College**

**College** [Select from Drop-down]

**Instructions**

For each of the sub-areas (A1-E), please collect corresponding forms from your department(s) regarding their General Education courses. Please verify the courses from your college to be recertified as GE courses and append supporting materials (department Area Forms on page 3 and syllabi).

This process is only applicable for the General Education re-certification process. Any other changes to courses must be submitted through the normal curricular processes.

**By signing below, I verify that the attached packet of courses have met the requirements for General Education recertification.**

1. **College Curriculum Committee Chair (if applicable)**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Printed Name Signature Date

1. **College Dean/Associate Dean**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Printed Name Signature Date

1. **General Education Subcommittee Chair**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Printed Name Signature Date

1. **Associate Vice President for Academic Affairs**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Printed Name Signature Date

**Sample Department Area Form: Area A**

Department [Select from Drop-down]

**Instructions**

For Area A, please complete the below table. Based on the requirements explained on the Appendix A and B, each General Education course must align with at least one area anchor outcome (multiple can be selected if more than one anchor). Select up to three (with a maximum of four total) suggested outcomes for each General Education course in your department.

This process is only applicable for the General Education re-certification process. Any other changes to courses must be submitted through the normal curricular processes.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Department** | **Course Title**  | **Course Number** | **Anchor Outcome(s)** | **Selected Outcome(s)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Please append a representative syllabus for each course (not section) listed above.

Please see the [Develop Your Syllabus](https://www.csustan.edu/office-assessment/develop-your-syllabus) webpage for syllabus requirements (Academic Senate Resolution 2/AS/14/UEPC) and for additional information on syllabus development. For GE courses, please ensure that the following GE information is also included.

* Area General Education Learning Goals and Core Outcome(s)
* Assignment/Activity that will be used to assess core outcome

**By signing below, I verify that the attached packet of courses have met the requirements for General Education recertification.**

1. **Program/Department Curriculum Committee Chair**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Printed Name Signature Date

1. **Department Chair**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Printed Name Signature Date

*After Department approval is completed, please submit this form to your college office.*

Attachment A

**General Education Re-certification: Area A1**

**Chancellor’s Office Requirements**

Executive Order 1100
“Students taking courses in fulfillment of sub-areas A1 and A2 will develop knowledge and understanding of the form, content, context, and effectiveness of communication. Students will develop proficiency in oral and written communication in English, examining communication from the rhetorical perspective and practices reasoning and advocacy, organization, and accuracy. Students will practice the discovery, critical evaluation, and reporting of information, as well as reading, writing, and listening effectively. Coursework must include active participation and practice in both written communication and oral communication in English.”

Area A1 of the Stanislaus State General Education program requires that students achieve proficiency in **oral communication**.

**Stanislaus State Requirements**

Based on campus review of GE course learning outcomes and approved GE Learning Goals and Outcomes, Table 1 displays outcomes that have been identified as a “core” or “anchor” for Area A1 through the GE Area Alignment process.

Each GE Area has anchor outcomes (in bold below) At least one anchor outcome must be selected for each Area course. After the anchor outcome(s) are selected, the department may select 1-3 additional outcomes from the suggested outcomes list (required total: 2-4 outcomes). For example, acknowledging that all A1 courses must address 1.1 as the anchor outcome, the department/program would also need to select at least one additional outcome to meet the 2-4 outcome requirement. Anchor outcomes will form the foundation of GE Program assessment. Selected outcomes will be addressed in the departments Academic Program Review and will also be used to identify courses to request artifacts for outcome assessment.

Approved GE Area Alignment: Area A1 Courses



**Note**: Suggested outcomes are based on consultation with departments; however, departments may select any additional outcome(s) from Attachment B.

Attachment B

**General Education Learning Goals**

**Goal 1: Develop the intellectual skills and competencies necessary to participate effectively in society and the world.**

Students attaining the first learning goal will be able to:

1. Demonstrate effective oral communication.
2. Demonstrate effective written communication.
3. Demonstrate the ability to think critically and creatively.
4. Apply quantitative reasoning concepts and skills to solve problems.
5. Find, understand, examine critically, and use information from various sources.
6. Comprehend and use appropriate technological resources effectively.

### **Goal 2: Develop broad knowledge of biological and physical sciences, humanities and creative arts, and social sciences.**

Students attaining the second learning goal will be able to:

1. Explain and apply basic scientific methods.
2. Demonstrate an understanding of the living and non-living physical world.
3. Recognize the structures and institutions that frame human interactions.
4. Express appreciation of cultural, intellectual, and artistic ideas and works.
5. Demonstrate effective creative expression and understanding through artistic means.
6. Identify life-skills and behaviors needed to flourish as a mature person.

### **Goal 3: Develop abilities to integrate knowledge, make informed ethical decisions, and accept civic responsibility.**

Students attaining the third learning goal will be able to:

1. Integrate and combine knowledge and abilities developed in several fields to analyze and critically evaluate specific problems, issues, or topics.
2. Illustrate the ability to self-reflect and assess relevant ethical values.
3. Identify and analyze problems within local, regional, national, and/or global contexts.
4. Demonstrate enhanced awareness of multicultural, community, and/or technological perspectives.

GE courses will address two to four of the most essential learning outcomes.

17/AS/14/UEPC Resolution to Adopt General Education Goals and Outcomes

Approved by the Academic Senate on February 10, 2015

Approved by President Joseph F. Sheley on March 26, 2015