

Foundations: Communication & Language course proposal guide

We strongly recommend that you read this guide prior to entering the curriculum portal to enter your course proposal. It will also be valuable to have this guide at hand while entering your proposal to ensure that you have thoroughly addressed all the needed information. Proposals that do not include all of the required criteria will be returned for revision. If at any time you are not sure or have a question, you should contact the General Education office for assistance.

The Foundational Knowledge, Exploring Knowledge and Integrating Knowledge course categories require the proposers develop a course proposal that clearly articulates how the course aligns to the appropriate General Education Learning Outcomes (including a plan for assessment of those outcomes) and how the course content addresses the required General Education course content criteria.

Types of proposals

New courses

When a new course is developed and proposed for inclusion in the General Education program it must be reviewed by both the General Education Committee and the Curriculum Committee (make sure to refer to Curriculum Committee guidelines at <http://www.wou.edu/facultysenate/committees/curriculum/curricular-guidelines/>).

A new course that is not recommended for inclusion in the General Education program by the General Education Committee may still be approved as a new course by the Curriculum Committee.

Existing courses

When an existing course is proposed for inclusion in the General Education program it is reviewed by the General Education Committee only, provided there are only minor modifications required for General Education eligibility. These minor modifications include: changing the course title, changing the course description, changing a prerequisite. Multiple modifications to a course, and/or a change in credits must also be reviewed by the Curriculum Committee (make sure to refer to Curriculum Committee guidelines at <http://www.wou.edu/facultysenate/committees/curriculum/curricular-guidelines/>).

Modify a course that is already included in the General Education program

A course that is already identified as included in the General Education program is reviewed by the General Education Committee as part of any course revision review process. We recommend that programs making a change to a course that is included in the General Education program arrange a consultation with the General Education Director to discuss the proposed changes prior to submitting the proposal, in addition to discussions with any other program affected by the course changes.

Are you proposing a new course or existing course?

In this section you should note whether or not you are proposing a new course or modifying an existing course. Your selection will affect the behavior of the curriculum system.

Is this part of a 400/500 or 600/700 (slash) course offering?

The majority of General Education courses are unlikely to be 400/500 offerings, although some Integrating Knowledge courses may fit this description. If you are proposing a slash course, you will also need to submit a separate course proposal for the graduate level component of the course to the Graduate Studies Committee.

Is this a General Education course?

You should select yes to ensure the course routes appropriately to the General Education Committee. If this course has already been approved for inclusion in General Education, it is a General Education course. If you are proposing the course for inclusion in General Education, it is also considered a General Education course for purposes of routing and review.

Which General Education Category applies to this course?

Select Foundations, Exploring Knowledge or Integrating Knowledge. You should make sure you are very familiar with the content and assessment criteria for each category prior to submitting your proposal.

Which General Education Subcategory applies to this course?

Depending on the selected General Education category, you will be offered the choice of (Foundations): Mathematics, Writing, Communication and Language, Critical Thinking or Health Promotion; (Exploring Knowledge): Literary and Aesthetic Perspectives, Scientific Perspectives or Social, Historic and Civic Perspectives; or (Integrating Knowledge): Citizenship, Social Responsibility and Global Awareness or Science, Technology and Society. You should make sure you are very familiar with the content and assessment criteria for each category prior to submitting your proposal.

Is this curricular change driven by assessment data you have collected?

If the course is being proposed for inclusion in the General Education program, that can be indicated in subsequent rationale and it is appropriate to note the rationale for inclusion without having assessment data yet. It is expected that modification to courses already approved for General Education will be driven by assessment data (either qualitative, quantitative, or mixed methods).

Summary/Rationale

This section requires a clear and cogent explanation for why the proposer feels that this course belongs not only in the General Education program, but also in the specific proposed category. This rationale must go beyond noting the proposer wants to add the course to General Education. Proposals that do not include a rationale for why the proposer believes the course to be a good fit for General Education will be returned for revision. Inclusion in a previous iteration of General Education is not a sufficient rationale for inclusion in the current program.



Step by step proposal instructions

What is being modified?

For courses being modified, select any option that is appropriate to your proposal. Proposers should carefully review specific credit and prerequisite requirements for their selected General Education category. Proposals that do not align to these requirements will be returned for revision.

Does this course include one or more High Impact Practice (HIP)?

Courses in the Integrating Knowledge category must include at least one high impact practice. Courses in the other General Education categories do not require high impact practices, but may include them if the proposer finds it appropriate. Please select only one high impact practice that represents the primary practice for the course. You may note additional use of others in the comments section of the proposal if necessary.

Please select the HIPs utilized in the course

Courses in Integrating Knowledge must select at least one of the identified high impact practices. You will be required to clearly and completely explain how the selected practice(s) are addressed by your course, so select carefully. Courses that identify high impact practices but do not describe how students will engage in those practices will be returned for revision.

Is the course associated with a program request that has also been submitted?

If the course is part of another program (non-General Education) that is being proposed or modified, then that should be indicated. Program proposals will be reviewed by the Curriculum Committee.

Course Information

For existing courses, this information is automatically generated using the information in the current WOU course catalog.

Modified course information

Depending upon which elements you selected in the “What is being modified?” section of the proposal, you will have the opportunity to update that information in this section.

*Special note: Exploring Knowledge: Scientific Perspectives requires that the course description includes indication that the course includes a significant component in which students will spend at least 40% of their course time engaged in laboratory activities.

Which of the following ways to develop the student's ability to convey and receive ideas to others will be addressed in this course?

- ☐ active practice and application of communication-centered knowledge
- ☐ preparation for effective participation in academic and public dialogues, discussions, and exchanges
- ☐ create and analyze messages appropriate to purpose and context
- ☐ learn to negotiate meaning and express oneself in a variety of registers and in

more than one cultural or linguistic context

These are the content criteria specific to this category. You must select one, but do not need to select more than one of these content criteria. You will be required to clearly and completely explain how the selected content criteria are addressed by your course, so select carefully. Courses that identify content criteria but do not describe how those criteria are addressed will be returned for revision.

Describe how the option(s) marked above will be addressed within the course, including specific examples of activities and course content.

You must describe how your topic section will offer students the opportunities to practice every one of the content criteria that you selected in the previous section. Please ensure that you have provided either a detailed description or a concrete example of how students will engage in the content criteria you have selected. In preparing your description of how the course meets content criteria you should plan to communicate with a broad disciplinary audience and not take for granted that reviewers may have specialized disciplinary knowledge needed to understand how specific content and concepts, activities, pedagogical techniques or theoretical frameworks may address the content criteria. Proposals that do not clearly describe alignment to all of the content criteria selected by the proposer will be returned for revision.

What are the learning outcomes for this course? Please indicate their alignment to the GELOs.

This section of the proposal appears in the form of a table. You will need to write out each of the course goals and indicate their alignment to General Education learning outcome 1: Intellectual foundations and breadth of exposure: Put into practice different and varied forms of knowledge, inquiry, and expression that frame academic and applied learning. You must include all of the course goals, but it is only necessary to align one of them to GELO 1 (although more than one course goal could align). If you indicate alignment to any other General Education Learning Outcomes that will not negatively impact your proposal, but proposals that do not indicate any alignment to GELO 1 in this category will be returned for revision.

If you have aligned to General Education Learning Outcomes, you will also be in alignment to at least one Undergraduate Learning Outcome. Generally, GELO 1 tends to align to the Undergraduate Learning Outcomes of Written Communication or Quantitative Literacy, but it is possible to align to other Undergraduate Learning Outcomes via the Foundational Skills rubric.

Which of the following rubrics will be used as part of the assessment of this course? (check all that apply)

☐ Foundational Skills

For this category, the Foundational Skills rubric is the only available rubric for use in assessment of this course for General Education purposes.

Describe your assessment plan for gathering information on student achievement of at least two features of the selected rubric(s).

You must indicate your willingness and ability to engage in General Education assessment by clearly identifying at least two features of the Foundational Skills rubric for which you will provide students the opportunity to demonstrate achievement **at a minimum level of two**. You should clearly and completely describe an assignment (activity, project, exam or exam question(s), performance or other artifact) that



will allow students to demonstrate the selected Foundational Skill feature. Proposals that do not clearly explain how students will be assessed in Foundational Skills will be returned for revision.

Syllabus

You must attach a syllabus for the course that includes course goals clearly articulated with at least one goal aligned to the required General Education learning outcomes for the category. Proposals without syllabi attached, or with syllabi that do not include course goals and learning outcome alignment will be returned for revision. Please be aware that a syllabus is not a replacement for the required proposal information. You should not assume that the General Education Committee will hunt for required information regarding course content criteria or other required information in attached documents.

Programs affected/consulted

If this course is used in other programs or courses of study outside of General Education, you should clearly articulate how they will be affected, who you consulted with and when and the outcome of that consultation.

Faculty and Facilities Needed (Dean review only)

This section identifies resources needed to teach the course. If there are new resources needed should this course be offered, that should be noted here.

Notes/Comments

If there is additional information needed to convey information about your proposal, that should be included here. For example, if the course is part of a learning community or if you are teaching a 1 credit course that can be repeated for credit to meet the total number of credits required for the category that should be noted here.

Supporting Documents

You should provide a copy, or outline of your signature assignment for assessment as a supporting document. Please be aware that supporting documents do not replace the content required in the previous fields. You should not assume that the General Education Committee will hunt for required information regarding foundational skills or learning outcome alignment in attached documents.