

MEREDITH COLLEGE GENERAL EDUCATION PROGRAM Fall 2009

APPLICATION AND APPROVAL PROCESS FOR *DISTRIBUTION & THREAD* REQUIREMENTS

Criteria for Approval of Course Designations

1. **Directly and Concretely Address the Category's Learning Outcomes.** The course syllabus will show that the course addresses the *course-level* learning outcomes common to all courses in the designation. These learning outcomes will bear a direct and clear relation to the recently approved general education *program* outcomes (Nov. 2008). "Demonstrate" means that some of the course activities—texts, assignments, projects, and so on, will clearly address the general education course-level outcomes and that these outcomes will be stated in the syllabus.
2. **Commit to Periodic Direct Assessment of Learning Outcomes.** Participating departments and faculty will commit to a periodic direct assessment of selected learning outcomes. The assessment will use a common set of standards across disciplines. These standards will be developed by the general education committee in consultation with teaching faculty and the Office of Research, Planning, and Assessment. The general education committee will establish and publish an assessment schedule so as to ensure balanced participation—both in terms of frequency and number of outcomes assessed by any one professor. After a cycle of approximately five years, all the associated learning outcomes will have undergone direct assessment.

Course Criteria and Learning Outcomes

To view the learning outcomes for this requirement, please refer to the information provided on the Faculty Information page.

Application Documents

An application cover sheet for Threads and one for Distribution courses will be on-line at the *Faculty/Advisor* page of the general education website. Required for submission will be

1. the application cover sheet, signed by the department head and the director of general education (hard copy submissions),
2. an application form, and
3. a course syllabus stating general education learning outcomes with **highlighted** course activities that clearly and directly address the learning outcomes.
(#s 2 and 3 will be electronic submissions).

Mechanics

1. **Body for Application Review and Approval.** The general education committee will consider, suggest revisions if needed, and approve applications for the course designations of U.S. Perspectives (US), Global Perspectives (GP), and Ethical Perspectives (EP).

2. **Eligibility.** All departments are eligible to apply for all three thread designations. Some distribution designations may be limited based on faculty qualifications
3. **Public Communication.** Distribution and Thread designations will be posted on the general education web site, identified on the general education pages of the undergraduate catalogue, and will be searchable in *WebAdvisor*.
4. **Maintenance-Oversight.** Once a course is approved for a designation, it will be the responsibility of the department head in consultation with the office of general education to maintain adherence to the criteria and shared learning outcomes of the given designation.
5. **Assessment and Reporting.** Common learning outcome assessment standards will be developed and used by faculty teaching the particular designation. Individual section assessment results will be reported to the office of general education by the course instructor. Learning outcome assessment results will be aggregated by category and reported to the college by the office of general education in its annual report. The general education committee will periodically review aggregated assessment data on all designated courses.
6. **Revision of Learning Outcomes.** After shared learning outcomes of each designation have been assessed, teaching faculty in each designation may propose changes in learning outcomes. Changes must be approved by the general education committee and Academic Council.

Time Constraints—2009-10

For newly designated courses to be available for students in spring 2010, faculty and departments should submit courses to the general education committee no later than September 16, 2009. This deadline gives the general education committee enough time to assess and approve courses well before the October 16 deadline of the Registrar's Office, by which date all new course designations for the spring semester must be submitted. Pre-registration for spring 2010 begins on November 9.