GE Submission Checklist for ASC Units

 GE courses are submitted through the curriculum.osu.edu portal. They are routed from the submitting unit to a panel (or panels) of the ASC Curriculum Committee, then to OAA and the Office of the University Registrar. Access to the portal is usually limited to Directors of Undergraduate Studies or other college or departmental curricular support staff. Those colleagues should help you prepare your submission and generally will be the uploaders of documents.

All course submissions require a set of documents and entail selecting among options in the curriculum portal. The expected documentation and curriculum panel options are explained below for each kind of course submission. Themes courses seeking status as 4+ credit Integrative Practices/High-Impact Practice (HIP) courses require additional documentation as noted below.

Additional information on course submissions (including GE Foundations, GE Themes, and the optional 4+ credit Integrative Practice/HIP) can be found on the Office of Academic Affairs website at: https://oaa.osu.edu/ge-course-submission.

GE Foundations Courses

Courses seeking to be part of the GE Foundations must provide the following documentation:

- **A course syllabus that includes**:
    - **All standard syllabus elements** required by the College of Arts and Sciences. Please see the ASC Curriculum and Assessment Services website at: https://asccas.osu.edu/curriculum/syllabus-elements. (For distance courses, please see below for access to ASCTech Distance Learning syllabus template and DL specific instructions.)
    - **The Goals and ELOs of the GE Foundation category and a statement following them that explains how the course expects to fulfill the GE ELOs.** The GE Foundations language (including the Goals and ELOs) can be found on the ASC Curriculum and Assessment Services website at: https://asccas.osu.edu/new-general-education-gen-goals-and-elos.
    - **General Education courses to be offered via distance should utilize the ASCTech distance learning syllabus template and complete the ASC Distance Approval Cover Sheet.** The unit should follow the instructions and procedures for distance course approval found here prior to submitting the course to the ASC Curriculum and Assessment Services.
- **Completed GE Foundation submission forms provided by the Office of Academic Affairs.** Downloadable GE Foundation submission forms can be found at: https://oaa.osu.edu/ge-course-submission.
- **Within curriculum.osu.edu, please respond to questions about course number, number of credits, campus of offering, prerequisites, and other course details.**
    - When considering what number to assign to a course, please make sure to reference the university's course numbering system (ASC Curriculum and Assessment Operations Manual Appendix 6). Additionally, units should choose a course number that reflects the introductory nature of GE Foundations courses, as

   courses in these GE categories should be appropriate to students with little or no collegiate preparation.

- o GE courses are expected to be offer-able on any campus (pending appropriate staffing), so you should check off all regional campuses. If your unit does not wish to offer the course at a specific regional campus, you must upload a brief rationale for this decision to curriculum.osu.edu. This can be part of a cover document or its own document, as appropriate.
- o The number of credits for a course is determined by its meeting schedule and workload— please verify that the credits align with the Faculty Rule guidance around the translation of meetings and workload to credits (https://asccas.osu.edu/definition-semester-credit-hour) and make sense in terms of the expected number (or range) of credits associated with the GE category.
- o Because GE courses should be available to students regardless of major, prerequisites are expected to be limited. Major-based prerequisites or exclusions (e.g., must be a major in X program or not open to student in X major) are unacceptable.
- o If a course is offered in multiple departments, please make it clear that a student cannot receive credit for taking the course under the other listing.
- o Because a student will not get GE credit twice for the same course, the appropriate selection for most GE courses is that they cannot be repeated for credit.
- o Please select the "length of course" options (e.g. 4 weeks, 15 weeks, etc.) based on reasonable plans for offering it—changing the "length of course" option at a later time does not require full course review and may be easier than selecting all possible choices.
- ▪ Some courses may require additional documentation depending on their special status(es), place within the curriculum and/or their possible overlap with the offerings of other units. This includes (but is not limited to):
  - o Proposal materials requested by the ASC Honors Committee for courses requesting "H" or "E" (Honors or Honors Embedded) designation (for further details, please see the ASC Curriculum and Assessment Operations Manual pg. 22)
  - o Proposal materials requested by the Office of Service Learning for courses requesting "S" (Service Learning) designation (for further details, please see the ASC Curriculum and Assessment Operations Manual pg. 26)
  - o Proposal materials requested by the ASCC and the Office of International Affairs for courses with an Education Abroad component (for further details, please see the ASC Curriculum and Assessment Operations Manual pg. 28)
  - o Concurrences for courses whose subject matter may overlap with the offerings of another unit (for further details, please see the ASC Curriculum and Assessment Operations Manual pg. 19)
  - o A curriculum map for courses which may also be used to satisfy a requirement in an ASC major program. (For a sample curriculum map, please see the ASC Curriculum and Assessment Operations Manual Appendix 10)

If you feel you have a special circumstance not covered here, please refer to the handbook or contact us.

GE Themes Courses

Courses seeking to be part of a GE Theme need to provide the following documentation:

- **A course syllabus that includes**:
  - o **All standard syllabus elements** required by the College of Arts and Sciences. Please see the ASC Curriculum and Assessment Services website at: https://asccas.osu.edu/curriculum/syllabus-elements. (However, for distance courses, please see below for access to ASCTech distance learning syllabus and DL specific instructions.)
  - o **The Goals and ELOs of the GE Theme category, and a statement following them that explains how the course expects to fulfill the GE ELOs.** The GE Themes language (including the Goals and ELOs) can be found on the ASC Curriculum and Assessment Services website at: https://asccas.osu.edu/new-general-education-gen-goals-and-elos.
  - o **General Education courses to be offered via distance should utilize the ASCTech distance learning syllabus template and complete the ASC Distance Approval Cover Sheet.** The unit should then follow the instructions and procedures for distance course approval found here prior to submitting the course to the ASC Curriculum Office.
- **Completed GE Themes submission forms provided by the Office of Academic Affairs.** Downloadable GE Themes submission forms can be found at: https://oaa.osu.edu/ge-course-submission (Please scroll to the bottom of the page and click to expand the "Course Submission Documents and Supportive Materials" menu.)
- **Within curriculum.osu.edu, please respond to questions about number of credits, campus of offering, prerequisites, and other course details.**
  - o When considering what number to assign to a course, please make sure to reference the university's course numbering system (ASC Curriculum and Assessment Operations Manual Appendix 6). Additionally, units should choose a course number that reflects the advanced nature of GE Themes courses, as courses in these GE categories should be geared toward students who have completed most of the GE Foundations and have some collegiate experience.
  - o GE courses are expected to be offer-able on any campus (pending appropriate staffing), so you should check off all regional campuses. If your unit does not wish to offer the course at a specific regional campus, you must upload a brief rationale for this decision to curriculum.osu.edu. This can be part of a cover document or its own document, as appropriate
  - o The number of credits for a course is determined by its meeting schedule and workload— please verify that the credits align with the Faculty Rule guidance around the translation of meetings and workload to credits (https://asccas.osu.edu/definition-semester-credit-hour) make sense in terms of the expected number (or range) of credits associated with the GE category.
  - o Because GE courses should be available to students regardless of major, prerequisites are expected to be limited. Major-based prerequisites or exclusions

(e.g., must be a major in X program or not open to student in X major) are unacceptable.

- o Please select the "length of course" options (e.g. 4 weeks, 15 weeks, etc.) based on reasonable plans for offering it—changing the "length of course" option at a later time does not require full course review and may be easier than selecting all possible choices.
- o If a course is offered in multiple departments, please make it clear that a student cannot receive credit for taking the course under the other listing.
- o Because a student will not get GE credit twice for the same course, the appropriate selection for most Theme courses is that they <u>cannot be repeated</u> for credit.

- Some courses may require additional documentation depending on their special status(es), place within the curriculum and/or their possible overlap with the offerings of other units. This includes (but is not limited to):
  - o Proposal materials requested by the ASC Honors Committee for courses requesting "H" or "E" (Honors or Honors Embedded) designation (for further details, please see the ASC Curriculum and Assessment Operations Manual pg. 22)
  - o Proposal materials requested by the Office of Service Learning for courses requesting "S" (Service Learning) designation (for further details, please see the ASC Curriculum and Assessment Operations Manual pg. 26)
  - o Proposal materials requested by the ASCC and the Office of International Affairs for courses with an Education Abroad component (for further details, please see the ASC Curriculum and Assessment Operations Manual pg. 28)
  - o Concurrences for courses whose subject matter may overlap with the offerings of another unit (for further details, please see the ASC Curriculum and Assessment Operations Manual pg. 19)
  - o A curriculum map for courses which may also be used to satisfy a requirement in an ASC major program. (For a sample curriculum map, please see the ASC Curriculum and Assessment Operations Manual Appendix 10)

- **(As appropriate) For Integrative Practice/High Impact Practice courses, please read the rubric and context documents and then submit a completed GE HIP Inventory appropriate to the pedagogy of the course.** Please see the following links to download the form for each category:
  - ☐ Global and Intercultural Learning: Abroad, Away, or Virtual
    - Description & Rubric: https://oaa.osu.edu/sites/default/files/uploads/general-education-review/new-ge/ed-away-courses-description-expectations.pdf
    - Course Inventory: https://oaa.osu.edu/sites/default/files/uploads/general-education-review/new-ge/ed-away-inventory.pdf
    - **Note:** For all Education Abroad & Away Courses, the College of Arts and Sciences requires a credit hour rationale be provided with the course submission as well. For more information, please visit the ASC Curriculum and Assessment Services website at: https://asccas.osu.edu/curriculum/credit-allocation-guidelines-education-abroad-programs

- Interdisciplinary Integrated and Collaborative Teaching
  - Description & Rubric: https://oaa.osu.edu/sites/default/files/uploads/general-education-review/new-ge/interdisciplinary-team-courses-description-expectations.pdf
  - Course Inventory: https://oaa.osu.edu/sites/default/files/uploads/general-education-review/new-ge/interdisciplinary-team-taught-inventory.pdf
- Research & Creative Inquiry
  - Description & Rubric: https://oaa.osu.edu/sites/default/files/uploads/general-education-review/new-ge/research-creative-inquiry-courses-description-expectations.pdf
  - Course Inventory: https://oaa.osu.edu/sites/default/files/uploads/general-education-review/new-ge/research-creative-inquiry-inventory.pdf
- Service-Learning
  - Description & Rubric: https://oaa.osu.edu/sites/default/files/uploads/general-education-review/new-ge/service-learning-courses-descriptions-expectations.pdf
  - Course Inventory: https://oaa.osu.edu/sites/default/files/uploads/general-education-review/new-ge/service-learning-inventory.pdf
- Instruction in a World Language
  - Description & Rubric: http://oaa.osu.edu/sites/default/files/uploads/general-education-review/new-ge/Learning-Language-other-than-English.pdf
  - Course Inventory: http://oaa.osu.edu/sites/default/files/uploads/general-education-review/new-ge/Instruction-World-Language-Course-Inventory.pdf

If you have questions regarding submitting courses to the new GE program, please feel free to reach out to Michael Hilty (hilty.70@osu.edu) or Rachel Steele (steele.682@osu.edu) in ASC Curriculum and Assessment Services.