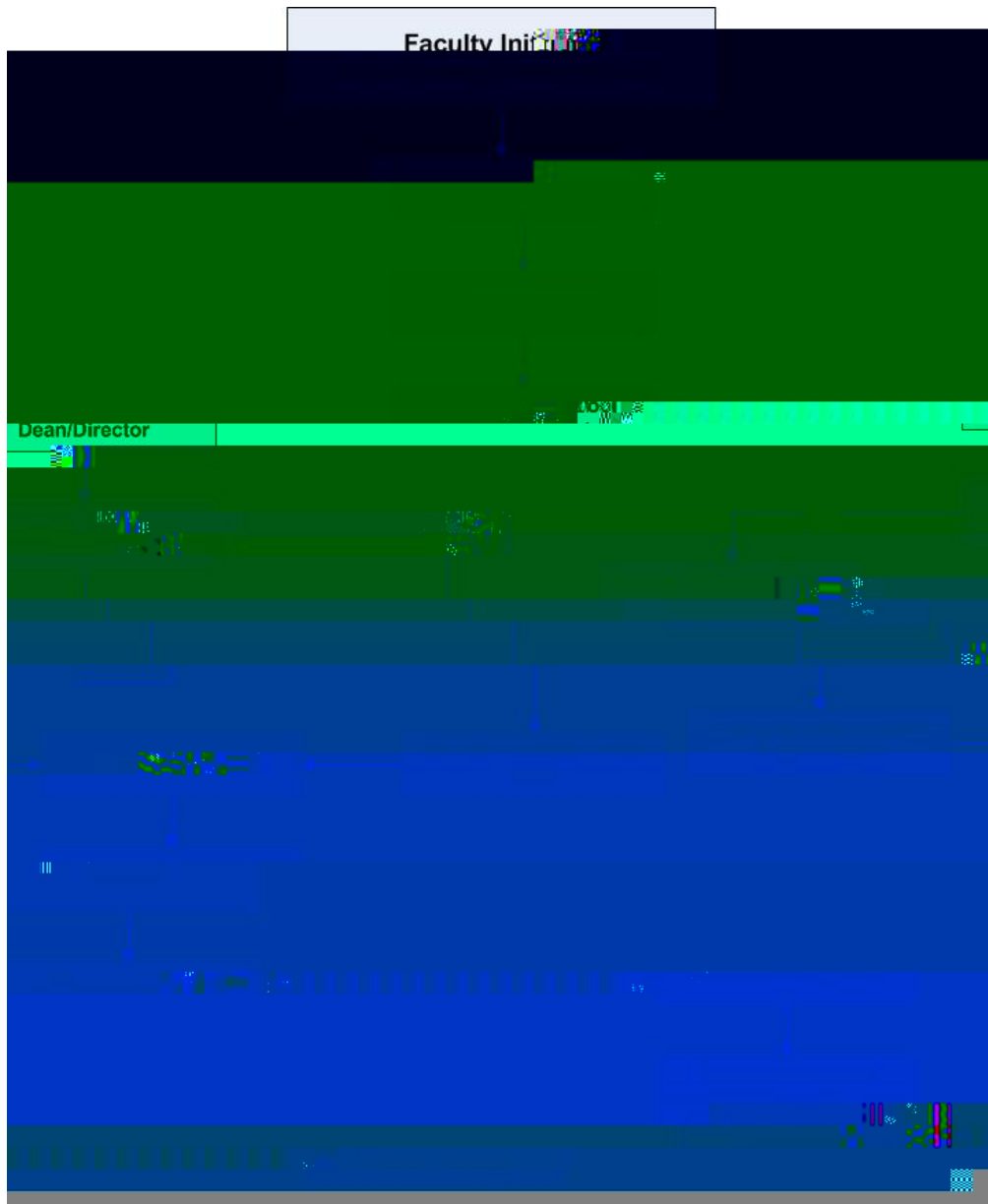


Motion: After reviewing the workflow for GER courses, the eCurriculum Workflow Subcommittee (comprised of UAB and GAB members) proposes that all GER courses be reviewed by the General Education Committee (GERC) first, before being reviewed by the Undergraduate Academic Board (UAB). This changes the current process of having the courses be reviewed by UAB before and after going to the GERC.

Justification: This shift will allow for a more efficient workflow process in the eCurriculum software (CIM) and aid unnecessary delays in approval.

Figure 3.1: Permanent Academic Course Approval Process



Section 6 -General Education Requirement (GER)

6.1 General Education and General Course Requirements

The Associate of Arts degree program and programs at the baccalaureate level must comply with the UAA General Education Requirements specified for that program in the catalog. Associate of Applied Science degree programs and undergraduate certificate programs of 30 credits or more must have identifiable general education components in the areas of communication, computation and human relation

1. Additional Considerations:

- x Inter MAU coordination to facilitate transfer between campuses.
 - o Courtesy coordination is recommended to determine potential transfer conflicts.
 - o Check other campus' catalogs to see if they have a course with the same prefix and number.
 - o If this is the case and the course is not a GER, consider using a new, unused (at all MAUs) course number if making this course a GER at UAA. The registrar's office can provide assistance with course number suggestions.
 - o If a new number is inappropriate, please w-4(p)-d8u/LB- 1.(C)3(o)-7n72/48 470.88 0.48 re f EMC BT /L3

x

- f* write for a variety of purposes and audiences by employing methods of rhetorical and cultural analysis.
- f* develop the tools to read, think and write analytically about print and nonprint texts and to generate texts that engage their own perceptions while synthesizing the ideas of texts and

social science data and the importance of using empiricism, both qualitative and quantitative, in making claims about the social world and in setting evidence-based social policy.

- f explain and use basic social science methods and summarize the assumptions behind and the limitations of inductive or deductive approaches that might include: the formulation of research questions and hypotheses; data collection and analysis; and testing, and rejecting hypotheses.

Integrative capstone Students must:

- f demonstrate the ability to integrate knowledge by accessing, judging and comparing knowledge gained from diverse fields and by critically evaluating their own views in relation to those fields.
- x Provides rationale for retaining or adding this course to the GER menu
- x Integrative capstone courses that restrict registration to completion of Tier I GERs should use the following registration restriction verbiage: Completion of Tier I (basic level skills) courses.

Actions involving changes in GER are referred to the GERC first reading at UAB. After GERC review and approval, the second reading takes place at UAB.

2. The following must be submitted to the Governance Office (gov@uaa.alaska.edu)

- a. Signed CAR.

Note: The Governance Office will accept electronic signed CARs as long as all signatures up to the Dean/Director level are present and legible and the approved or disapproved boxes are checked.

- b. Completed CCG.

If the new or revised course affects a degree or certificate, a separate signed CCG must be submitted for each program change, together with revised catalog copy using the track changes function. A Word copy of the current catalog is available on the Governance website (www.uaa.alaska.edu/records/catalogs/catalog.cfm)

- c. Signed Fee Request Form (one per course) for courses with new, deleted or revised fees. (www.uaa.alaska.edu/governance/coordination/index.cfm)

3. Coordination should be done early in the process and consists of three steps:

- a. Coordination memo or email. Coordination is required when the new course has any impact on another course or program. The faculty initiator must contact the department chair/director of every affected program and provide documentation of the changes to the affected programs upon request. Proof of coordination must be provided to the Governance Office.

A list of impacted courses, programs and catalog references can be found by an electronic search of the UAA catalog using keywords such as MATH A172. A spreadsheet is required listing the reference, the impacted program/course/catalog, and the impact (program requirements, electives, selective course prerequisite, corequisites)

- b. The faculty initiator is also required to send an email to faculty@lists.uaa.alaska.edu explaining the revision or new course. The email must include contact information, as well as:
 - School and department (CAR boxes 1a and 1c),

- x Add/Change/Delete and if change, a summary list of changes (CAR box 8),
- x course description (CAR box 15),
- x justification for action (CAR box 19),
- x any other relevant information.

Do not attach the CAR/PAR or the CCG to the email. The coordination email must be sent at least 10 working days before being presented at ~~UAB/GERC~~.

- c. The faculty initiator is required to send the CAR and CCG to the library liaison that department http://consortiumlibrary.org/find/subject_liaison_librarians
- 4. GER courses are approved through the curriculum approval process outlined in section 3.
- 5. GER changes should have a Fall implementation date. Once approval is received in time, the faculty initiator should consult the curricular production calendar on the Governance website. Curriculum must have first reading at UAB by the third Friday in February to be considered for Fall implementation.

6.3 Deletion of a GER Course

UAA policy states that a course may not remain on the GER list if it has not been offered successfully at least once during the past four semesters, excluding summer sessions. The purge list of GER courses will be provided to GERC and UAB by the Office of the Registrar each spring. Review of the GER list will be done annually by GERC and UAB in the spring semester.