

February 14, 2006

MEMORANDUM

To: Deans
Associate Deans
Department Chairs

From: Dev Venugopalan
Associate Vice Chancellor

Re: APCC requirement on GER-designated courses

On February 14, 2006, the Academic Program and Curriculum Committee (APCC) adopted a resolution regarding documentation required for approval of changes made to courses with GER designation and for approval of new GER designations to existing or new courses. The change is effective immediately. **This means that if you are submitting changes to GER courses for consideration at the March APCC meeting, you need to comply with this requirement for GER documentation even if you already have created the CAR forms.**

The documentation required by the APCC for approval of any and all changes to courses with GER designation depends on when the GER content of the course was last reviewed and approved by the APCC. I am writing this memo to help you understand the requirements so that the approvals you are seeking from the APCC are done on a timely basis and not held back for lack of appropriate documentation.

In addition, there are two documents that you should be familiar with if you are proposing changes to, or creating new courses with GER designations. These are

- (i) the general documentation requirement for approval of GER designation which can be found at http://www.uwm.edu/Dept/SecU/apcc/ug_courseprogchange.html (see item 3 in the linked page), and
- (ii) the APCC document on GER criteria which can be found at http://www3.uwm.edu/dept/acad_aff/academic/ger.pdf

1. Courses for which the GER designation was approved prior to August 2005

If you are seeking approval for any change (**minor as well as substantial**) for courses for which GER designation was approved by the APCC prior to August 2005, you need to provide additional information on GER content specified in document (i) above.

2. Courses with approval of GER designation after August 2005

If you are seeking approval for minor changes to a course for which GER designation was reviewed and approved after August 2005, you need not submit additional documentation other than the CAR form. Minor changes are considered as changes to course number, prerequisite, level and editorial changes to the title and description.

If you are seeking approval for substantial changes to the content of a course for which GER designation was approved after August 2005, you need to provide additional information on GER content specified in document (i) above.

I have cut and pasted the relevant section from document (i) below for your information:

3. All CAR and GER request forms are reviewed by one or more APCC subcommittees depending on the division(s) (Social Sciences, Humanities, Natural Sciences and Professions). Please provide 9 copies of syllabus/vitae for any new courses and those requesting GER designation submitted via CAR On-Line to Kathy Barber in Chapman 230 by the 15 day pre-meeting submission deadline. Please note the following additions to the course approval process for GER approved by the APCC and the provost last year:

A. Identify specific GER criteria and provide a description of how the course meets those criteria. Consult the APCC General Education Requirement Policy and Procedures, Section V for area definitions and criteria. The document can be found online at http://www3.uwm.edu/Dept/Acad_Aff/academic/ger.pdf

1. Document how the course meets the identified GER criteria in the appropriate section of the Request for GER/Cultural Diversity Distribution Form
2. On the course syllabus, provide a statement to the student explaining how the goals for the GER criteria are being met. Integrate the statement addressing assessment in item 3.B.2. with how the course meets GER goals.

B. Identify at least one learning goal and describe one project or assignment that meets this goal and the assessment tool or method by which the learning goal will be assessed.

1. Document the learning goal, project/assignment, and assessment tool/method in the appropriate section of the Request for GER/Cultural Diversity Distribution Form.
2. On the course syllabus, provide a statement to the student describing the learning goal, project/assignment, and assessment tool/method and integrate it with the statement in 3.A.2. addressing how the GER criteria are being met.

- c: Rita Cheng, Provost and Vice Chancellor
Advisors and Counselors Network
Academic Program and Curriculum Committee
Justin Mayer, Enrollment Services
Kathy Barber, Program Assistant to the APCC