March 8, 2005

MEMORANDUM

TO: Academic Deans
   Academic Administrative Network
   Department Chairs

FROM: Rita Cheng, Interim Provost and Vice Chancellor

RE: Updated Changes in Course Approval Process for General Education Requirements (GER)

To provide structure to and strengthen the assessment of the General Education Requirements (GER), the Academic Program and Curriculum Committee (APCC) adopted two motions in 2003 and 2004 to request additional documentation for new GER distribution designation requests. All currently approved courses will be expected to meet these requirements at a future date. Notification of the documentation requested in item A below was sent in April 2004, but is included here for continuity.

As part of its task to review the General Education Requirements (GER) as detailed in Faculty Document #1382, the APCC has identified this additional information as necessary for proper evaluation of GER distribution courses. Recommendations for this additional documentation were developed in conjunction with the GER Taskforce and the APCC GER Subcommittee and an external consultant nationally recognized for her work in assessing student learning outcomes. Courses that satisfy the English, Mathematics, and Foreign Language Competency Requirements are not required to submit documentation as detailed below. These courses meet different criteria and each area has developed an appropriate assessment plan.

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://www.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 B.2 with how the course meets GER goals.

Adopted December 2003, Effective May 1 2004
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 A.2 addressing how the GER criteria are being met.

Adopted December 2004, effective April 1 2005

c: Mike Allen, Chair, Academic Program & Curriculum Committee
Beth Weckmueller, Director, Enrollment Services
Kim Pietsch, Enrollment Services
Justin Mayer, DES Course Master, Enrollment Services
Connie Jo, Special Assistant to the Dean, College of Letters & Science
Jan Ford, Director, Recruitment & Outreach
Nancy Warner, University Communications & Media Relations