**INSTRUCTIONS**

1. **Completing the form**:

* Column 1: The learning outcomes for the relevant Perspective or Foundations and Skills Attribute listed in the College Catalog (language must be identical).
* Column 2: Your description of the assessment tool(s) must clearly identify how the assignment, portion of an assignment, or specific exam question addresses the corresponding learning outcome in column 1.
* Column 3: "Standards for *the course meeting the student learning outcome* must be completed as the percentage of students earning at least the minimum percentage of points an individual student must earn on the assessment tool to indicate sufficient learning on this outcome.
  + For example: 70% of students attempting this assignment earn at least 75% of the points available on this assignment."
* More advice on completing columns 2 and 3 can be found in the GEAR Handbook (pp. 6-8) on the T: drive.
* ***In short, the content of all three columns should clearly tie together.***

1. **Submit a draft syllabus**. The ***course*** must meet all learning outcomes for proposed General Education attributes in a **substantive** way, not merely do some things at some point that can be argued to assess each outcome of an attribute. Generally, departments may list courses under more than one Perspective, but not more than one Foundation and Skill. Keep in mind that students will only be able to use the course to satisfy one Perspective. Each course offering must meet all of the outcomes for all attributes attached to a course.
2. Proposals for General Education attribute tags must be sent to the chair of the GEAR Committee by the **deadline** announced at the beginning of the academic year, and posted on the GEAR website or communicated to full faculty via email.
3. For **new courses (to Catalog), and significant course modifications**, departments must have the course approved by the Curriculum Committee **prior** to submitting General Education attribute tag proposals to GEAR. Departments must account for Curriculum Committee approval timelines and the GEAR proposal deadline when proposing courses they intend to deliver as part of the General Education Curriculum. Note: **Topics courses** do not require Curriculum approval if run under an existing TPS course listing in the Catalog. These attribute proposals can be sent directly to GEAR.
4. ***Honors*** ***courses*** must be approved by the CHP before the GEAR committee will place proposals for HON courses on the agenda, though you are encouraged to submit GE attribute proposals along with your CHP course proposal.

**Form for Certification of Courses under General Education Program**

**General Education Category**: Non-Western

**Name of Course**: Click here to enter text.

Additional Directions (see also page one): Complete the table below to describe how the course will address and assess the learning outcome for the Foundation, Skill, or Perspective. The course must address and assess each outcome.

|  |  |  |
| --- | --- | --- |
| **Learning Outcomes** | **Assessment tool:**   * **Clear description of the specific exam question or assignment component used to assess learning,** * **including why this tool is appropriate to this outcome** | **Standard for meeting outcome: Clearly defined *quantitative* measure of what is “at standard” performance on this assessment tool**   * **for a student individually and** * **for the class population in a course section** |
| Students will describe at least one topic beyond Western society. | Click here to describe how outcome is addressed by course. | Click here to define “meeting standard” |
| Students will interpret at least one text or artifact from beyond Western society. | Click here to describe how outcome is addressed by course. | Click here to define “meeting standard” |

Department or Program Chair Signature(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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