**I. Course Information/Signature Page**

**Date:** Click here to enter a date.

**Course Title:** Click here to enter course title.

**Proposed Course Title** *(only for courses proposing new titles through Curriculum Committee*):

 Click here to enter proposed course title.

**Department/Subject Designator:** Click here to enter dept./subject designator.

**Number credits:** Click here to enter number credits.

**Pre-requisites/Co-requisites:** Click here to enter pre-req/co-reqs.

**Sponsor Proposer:** Click here to enter sponsor proposer name.

**Sponsor Department(s):** Click here to enter sponsor dept.

**Cross-listed proposer (if applicable):** Click here to enter cross-listed proposer.

**Cross-listed department (if applicable):** Click here to enter cross-listed department.

**Effective semester/year of Proposed GE Addition:** Click here to enter a date GER addition.

| *Approvals* | *Yes* | *No* |
| --- | --- | --- |
| **Sponsoring Department:**(Chair signs for Department) | Date |  |  |
| Comments: |
|  **Department Chair:**   | Date  |  |  |
| Comments: |
| **Sponsoring Division:**(Dean signs for Division) | Date |  |  |
| Comments: |
| **Cross-listed Department (if applicable):**(Chair signs for Department) | Date |  |  |
| Comments: |
| **Cross-listed Division (if applicable):**(Dean signs for Division) | Date |  |  |
| Comments: |
| ***These signatures will be obtained upon approval of the course as a General Education course*** |
| **General Education Committee:**(Chair signs for Committee) | Date |  |  |
| Comments: |
| **Registrar:** | Date |  |  |
| Comments: |
| **EVP/CAO:** | Date |  |  |
| Comments: |

**II. SUNY GER Categories**

a. Select a category for which the course is proposed to become a General Education course. *Please note that your course must meet the learning outcomes for the specific General Education category selected.*

Select the General Education content category.

b. Select any infused competencies for which your course meets. *Please note that if selected, your course must demonstrate that it meets these learning outcomes.*

Select the infused competencies.

c. If the course is proposed to meet the Basic Communication General Education category, please check as to whether the course fulfills oral and/or written skills. If not applicable, please check N/A.

**Oral** [ ]  **Written** [ ]  **N/A** [ ]

d. Justification. Please specify how this course meets the General Education content guidelines. Your response should specifically address how your course meets the content guidelines detailed in the Guidelines for the Approval of State University General Education Required Courses found at: <http://system.suny.edu/media/suny/content-assets/documents/academic-affairs/general-education/GenEdCourseGuidelines_2017.pdf>

Click here to enter the justification for how this course meets the specific SUNY-GER content guidelines and student learning outcomes.

**III. Learning Outcomes**

a. Have the student learning outcomes changed to meet the General Education category requirements? *Please note if the student learning outcomes have changed, these changes must be submitted to the Curriculum Committee for approval.*

**Yes** [ ]  **No**[ ]

b. If this is a course which does not require Curriculum Committee approval, please provide the student learning outcomes as listed on the College Catalogue. *Please note student learning outcomes must encompass SUNY outcomes for the selected SUNY-GER category.*

Click here to enter the student learning outcomes as listed on the College Catalogue.

c. If this is a new or revised course concurrently submitted to the Curriculum Committee please attach the Curriculum Committee proposal forms to this document.

**IV. Catalogue Description**

a. If this is a course which does not require Curriculum Committee approval, please enter the actual description of this course as listed in the SUNY Broome College Catalogue.

Click here to enter the course description as listed in the SUNY Broome College Catalogue.

b. If this is a new or revised course concurrently submitted to the Curriculum Committee please attach the Curriculum Committee proposal forms to this document.

**V. Topical Outline**

Please describe the specific topics which will be addressed within this course. *You should ensure that your topical list meets the General Education category student learning outcomes.*

Click here to describe the specific topics addressed within this course.

**VI. List of Sample Readings**

Please provide a list of specific readings required for this course, including applicable texts. If applicable, please include links to the specific readings. *You should ensure selected readings demonstrate their use will lead to achievement of the General Education category student learning outcomes.*

Click here to describe the specific readings for this course.

**VII. Syllabus**

It is encouraged, but not required, that you attach a copy of the course syllabus to facilitate review of your course. The syllabus should indicate that completion of this course will satisfy the specified SUNY-GER area(s).

Please note according to SUNY guidelines, any course that fulfills General Education requirements must assess the SUNY-specified learning outcomes for that particular General Education area. Therefore, the syllabus should specifically address the required learning outcomes for the SUNY-GER area(s) identified along with how they will be delivered and assessed.

**VIII. SUNY Broome General Education Assessment Plan**

Both SUNY and Middle States require that the College’s General Education Curriculum be regularly assessed in order to ensure its rigor and quality. As mandated by SUNY, SUNY Broome is required to develop and implement periodic evaluation of assessment of student achievement of student learning outcomes associated with the SUNY General Education Requirement.

Please complete the General Education Assessment Plan form constructed by the Student Learning Assessment Committee (SLAC) below. This form outlines the assessment schedule for the next 3 planned SUNY GER assessments, SUNY GER outcomes, and the alignment of local, SUNY GER, and SUNY Broome ILOs. The completion of this form is integral for the SLAC and General Education Committee to assess the overall State of the SUNY General Education Curriculum at SUNY Broome. **If you have questions about completing this section of the form, please contact the Chair of SLAC for assistance.**

**Terms:** **SLO**= Student Learning Outcomes **ILO’s**=Institutional Learning Outcomes

**SUNY Broome General Education Course Assessment Map & Plan**

**SUNY Broome GE Course SLO Alignment with SUNY-GER Course Alignment/SUNY Broome ILOs**

**Course Number & Title:** Click here to enter the course number and title.

**SUNY-GER Category #:** Click the drop down box to select a SUNY-GER category.

**SUNY-GER Competencies:** Click the drop down box to select a SUNY-GER Infused Competency.

**Date of Submission:** Click here to enter a date.

**Assessment Schedule:** Click here to enter the assessment schedule for this course, including year and semester of assessment.

**Alignment of Local (select), SUNY-GER, & SUNY BCC ILOs**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course SLO****(List the Course SLOs which align with the SUNY-GER and BCC ILOs)** | **SUNY-GER SLO****(List the SUNY-GER SLOs as identified in the GER-outcomes)** | **SUNY BCC ILO****(List the SUNY BCC ILOs as identified below)** | **Assessment Timeline****(List assessment schedule/frequency)** | **Learning Activity****(List the learning activity used to assess)** | **Criteria for Success****(List criteria used to determine successful completion of SLOs/ILOs)** |
| Click here to enter Course SLO. | Click here to enter SUNY-GER SLO. | Click here to enter SUNY BCC ILO. | Click here to enter Assessment timeline. | Click here to enter Learning Activity.  | Click here to enter criteria for success.  |
| Click here to enter Course SLO. | Click here to enter SUNY-GER SLO. | Click here to enter SUNY BCC ILO. | Click here to enter Assessment timeline. | Click here to enter Learning Activity.  | Click here to enter criteria for success.  |
| Click here to enter Course SLO. | Click here to enter SUNY-GER SLO. | Click here to enter SUNY BCC ILO. | Click here to enter Assessment timeline. | Click here to enter Learning Activity.  | Click here to enter criteria for success.  |
| Click here to enter Course SLO. | Click here to enter SUNY-GER SLO. | Click here to enter SUNY BCC ILO. | Click here to enter Assessment timeline. | Click here to enter Learning Activity.  | Click here to enter criteria for success.  |

**SUNY Broome Institutional Learning Outcomes (ILO’s):**

1. Apply relevant knowledge, technology, and tools from the academic disciplines in the contexts

of personal, professional, and civic interactions, with sensitivity to diverse peoples and cultures.

2. Read, write, speak, and listen effectively in both personal and professional spheres.

3. Retrieve, organize, analyze, evaluate, and appropriately use information.

4. Perform effectively as a team member.

5. Reflect on, reason about, and form independent judgments on a variety of ideas and information, and use these skills to guide their beliefs and actions.

6. Exercise individual and social responsibilities through personal development and self-advocacy, healthy life-style choices, ethical behavior, civic involvement, interaction with diverse cultures, commitment to life-long learning, and engagement with global issues.

7. Integrate knowledge and skills gained and adapt them to new settings, questions, and responsibilities.

**Submission Instructions:**

Email the completed **General Education Course Proposal Form**, copy of the course syllabus, course readings, and any supporting material to the Chair of the General Education Committee. In addition, please send a hard copy of this form and Curriculum Committee proposal forms (as required). For courses going through Curriculum Committee, the proposer is expected to provide evidence of the course receiving approval from the Curriculum Committee.