**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.*

[ ] Mathematics

[ ] Natural Sciences

[ ] Social Sciences

[ ] American History

[ ] Western Civilization

[ ] Other World Civilization

[ ] Humanities

[ ] The Arts

[ ] Foreign Language

[ ] Basic Communication

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.*

[ ] Critical Thinking

[ ] Information Management

c. 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 also 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. This form outlines the assessment schedule for the next 3 years of planned SLO assessments. **If you have questions about completing this section of the form, please contact the Chair of the General Education Committee, your division GEC representative, or the Dean of Institutional Effectiveness.**

**Submission Instructions:** Email the completed **General Education Course Proposal Form**, including Assessment Plan, 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) to the Chair of General Education. For courses going through Curriculum Committee, the proposer is expected to provide evidence of the course receiving approval from the Curriculum Committee.

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

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

**Course Title and Number:** Please list the course number and title here*:* Click here to enter text.

**Course Modalities:** Please list the modalities which the course is offered (in class, online, blended, Fast Forward). Please note, you are expected to assess across all modalities in which your course was offered at the time of assessment during your assessment schedule.Click here to enter text.

**SUNY-GER Category:** Please list the SUNY–GER category here by number (see below):Click here to enter text.

**SUNY GER Learning Outcomes:** Please list the outcomes from the knowledge area to be covered here (please review Guidelines for the approval of State University Gen Ed Requirement Courses). Each outcome within the knowledge area proposed must be included and mapped to SUNY-GER SLO.

Students will demonstrate:

1. Click here to enter text.

 2. Click here to enter text.

 3. Click here to enter text.

 4. Click here to enter text.

 5. Click here to enter text.

**Assessment Schedule:** Please list the assessment schedule here, including semester and year it will occur; if assessment is done each semester, please indicate this.Click here to enter text.

**Which SUNY Broome ILO do you believe this course maps to, if any:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SUNY Broome Course SLO** *(every course SLO should be listed, as stated within the college catalogue & course syllabus)* | **SUNY-GER SLO***(indicate which GER SLO is met; if none, write N/A)* | **Assessment Timeline***(indicate the frequency in which assessment occurs, including semester and year within assessment cycle)**\*All SLOs must be assessed at least once every 3 years* | **Learning Activity***(indicate the learning activity used to assess the SLO)* | **Criteria for Success/Benchmark***(indicate the criteria used to assess SLO & the benchmark for success)* |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
|  |  |  |  |  |