

Best Practice Guidelines for Development of a Course as a General Education Course

These guidelines are designed to aid faculty in the successful development of a course proposed to become a General Education course.

1. Visit the SUNY General Education Dashboard to find comparable General Education courses approved at SUNY Institutions: <http://system.suny.edu/academic-affairs/acaproplan/general-education/general-education-dashboards/>
 - a. Click on “General Education Courses”. To locate General Education approved courses at SUNY Broome Community College, select “Broome”.
2. Review the Guidelines for Approval of State University General Education Requirement Courses found at: http://system.suny.edu/media/suny/content-assets/documents/academic-affairs/general-education/GenEdCourseGuidelines_2017.pdf
 - a. These guidelines define the SUNY General Education learning outcomes for each of the 10 SUNY GER subject areas, and the two infused competencies (critical thinking and information management). Proposed courses should ensure their course includes learning outcomes, as defined by this document. These are the learning outcomes which must be assessed periodically for SUNY GER.
3. When developing a new course, it is recommended that you review the SUNY Broome College’s Institutional Learning Outcomes (ILOs). Contact the SLAC Committee to ensure your course meets SUNY Broome’s ILOs and required assessments.
4. You are *strongly encouraged* to contact your General Education Division Representative and/or General Education Committee Chair to aid in the proposal process.
5. You are *strongly encouraged* to contact the department chair(s) and/or faculty who possess expertise in the General Education content area in which you wish to have your course meet those particular General Education content area(s). This will allow you to obtain feedback about possible objections and/or obtain support for your course as a General Education course.
6. Review the SUNY Broome General Education Rubric to ensure it meets the established guidelines. Rubrics may be found on the General Education website. The General Education Committee utilizes these rubrics to aid in its review of proposed courses.

General Education Course Proposal Process

1. Obtain the **General Education Course Proposal Form**, found on the SUNY Broome General Education website. Review the **Assessment Plan Map Explained** document for additional information on how to complete the Assessment Plan Map.
2. Complete the proposal form, which includes the assessment plan map, obtain all approvals and required signatures (Department, Department Chair and Division Dean and Cross-listed information, if applicable). Send an electronic and paper copy of these forms to the General Education Chair.
3. To get your course on the agenda, the proposal form must be submitted to the Chair of the General Education Committee **at least 2 weeks prior** to the scheduled meeting during which the course will be presented.
 - a. **For new courses**, the course must also be submitted to the Curriculum Committee. The completed Curriculum Committee “New Course Proposal Form” should also be submitted to the General Education Committee. ***Please note, the General Education Committee cannot hold a vote on a new course without prior approval from Curriculum Committee.***
 - b. **It is strongly recommended that you go through the General Education Committee for review of your course and assessment plan/map prior to submission to the Curriculum Committee. This will help to ensure your course meets accreditation requirements and to prevent resubmissions to the Curriculum Committee at a later date, if it does not.**
4. The General Education Committee Chair forwards the proposal form to members of the General Education distribution list.
5. The course proposer is formally invited by the General Education Committee Chair to attend a General Education meeting, during which they will briefly present their proposed course and respond to questions from those present at the meeting.
 - a. If the course proposer is unable to attend the scheduled meeting, they shall select a proxy to attend and present the course at the General Education meeting. They may also wish to have their General Education Representative present on their behalf, if appropriate.
6. The Chair of SLAC, or SLAC committee member designated by its Chair, will review the assessment plan and provide feedback to the course proposer and/or the General Education Committee Chair. This is to ensure assessment plans meet the assessment needs of both SLAC and General Education. Together, the Chairs of SLAC and General Education Committee will work with the course proposer to ensure the assessment plan meets SUNY Broome Community College accreditation requirements. The General Education Committee Chair will keep the General Education Committee apprised of this discussion.
7. The submitted “General Education Course Proposal Form” and the scheduled meeting at which it will be presented will be posted on the General Education Committee website.

8. After the course presentation, the committee will take approximately two weeks to review the course prior to a vote being called. There may be times when a course may continue to be discussed, requiring subsequent meetings, prior to a vote being called, extending beyond this two-week review process.
 - a. The General Education Committee may consult with the department(s) who possess expertise in the General Education content(s) area(s) to aid in its review process.
9. The General Education Committee will submit **recommendations for approval**, along with a summary report, based on the General Education Rubric to the Chief Academic Officer, course proposer, and distribution list. ***Please note that the General Education Committee is a recommending body only. The Chief Academic Officer (CAO) makes the final decision as to whether or not a course will be submitted to SUNY for final review and approval to become a General Education Course at SUNY Broome Community College.***
10. After review and approval by the CAO, the General Education Committee and proposer will be notified that the course will be sent to SUNY for review, approval, and publication on the SUNY General Education website. Once the CAO receives confirmation from SUNY that the course has been approved by SUNY, the Registrar, proposer, their division Dean, and General Education Committee will be informed of the decision.
11. If a course is ultimately not approved by the CAO, the course proposer may choose to make suggested changes (if necessary) and resubmit the course to the General Education Committee again at a future date.