

Guidelines for Revisions to a Current General Education Course

These guidelines are designed to aid faculty in the successful revision to a current SUNY Broome general education course.

1. 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.
2. When making revisions to a general education course, it is recommended that you review the SUNY Broome College's Institutional Learning Outcomes (ILOs) to ensure your course maps to a SUNY Broome ILO in the related category.
3. You are *strongly encouraged* to contact your General Education Division Representative and/or General Education Committee Chair to aid in this process.
4. Review the SUNY Broome General Education Rubric to ensure it meets the established guidelines. Rubrics may be found on the SUNY Broome General Education website. The General Education Committee utilizes these rubrics to aid in its review of proposed courses.

General Education Course Revision Process

1. Obtain the **General Education Course Assessment Plan/Map** found on the SUNY Broome General Education website. Review the **Assessment Plan Map Explained** document for additional information on how to complete this document.
2. Complete the assessment plan map and obtain all required approvals and signatures (Department, Department Chair and Division Dean and Cross-listed information, if applicable). Send an electronic copy of the map and hard copy of the signature page to the General Education Committee Chair.
3. To get your course revisions 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 revisions to courses**, the course must first be submitted to the General Education Committee Chair for review/feedback **prior** to submission to the Curriculum Committee.
 - b. The General Education Committee will review the updated assessment plan to ensure the SLOs maintain alignment with SUNY Broome ILOs, and SUNY GER and MSCHE requirements.
 - c. After review, the proposer must then take the revisions through the Curriculum Committee.

4. The General Education Committee Chair forwards the revised assessment plan map 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 may select a proxy to attend and present the course at the General Education meeting. They may also wish to have their General Education Representative or General Education Chair, if appropriate, and agreed upon, to present on their behalf.
6. The submitted assessment plan map and the scheduled meeting at which it will be presented will be posted on the General Education Committee website.
7. After the course presentation, the committee will take approximately two weeks to review the course prior to a vote on the revisions 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.
8. Upon approval, the CAO, course proposer, applicable dean, and distribution list will be informed. The course proposer may then submit the revisions, along with the required paperwork to the Curriculum Committee for review and approval. If the revisions are not approved, the course proposer may resubmit revisions to the committee for additional review.