

Request for Course Revalidation for General Education Status:

To be completed by department chair (See accompanying Information Sheet for help.)

| Dept. | Course # | Title | Credits |
|-------|----------|-------|---------|
|-------|----------|-------|---------|

1. If you do NOT wish to continue this course on the GER listing, please check here (____) and add (on page 2) a brief statement of the reason. Skip the remaining questions and sign below.

2. ____ NO Are there significant changes in the course (e.g. size, credits, contents, writing, etc.)
____ YES which have bearing on its GER status? If Yes, indicate changes here or on page 2.

3. In my judgment, the course continues as appropriate in the following GER categories:

____ COMMUNICATION ____ SOCIAL SCIENCE ____ ARTS & HUMANITIES

____ MATH, SCIENCE & TECHNOLOGY (LAB? ____) ____ WORLD CULTURES

4. Check which General Education goals this course is designed to meet. Courses are expected to meet some but not all goals.. **(Direct assessment data must be provided for each goal checked).**

____ Communicate effectively, both orally and in writing

____ Think critically and creatively

____ Make informed choices

____ Understand how conclusions are reached in the natural sciences, the social sciences, and the arts and humanities

____ Acquire knowledge over a broad spectrum of subject areas

____ Develop some familiarity with cultures other than their own

5. For each goal checked above, please submit direct assessment data that demonstrates to what extent students have met that goal. (See Instruction Sheet for more details).

6. For each goal checked above, please submit indirect assessment data that assesses how well students think the course meets its intended GER goals. Please check with method you used to collect this data:

____ The last 6 questions on the standard UND evaluation form. A summary of results is attached.

____ Our own instrument. A copy of that instrument and a summary of the results are attached.

7. On page 2 give your thoughts and plans for the course after viewing assessment results.

8. Submit original with 3 copies (no need to copy the instruction page). Also submit just **one** copy of the course syllabus.

| | | | |
|-------------------|------|---------|------|
| Chair's Signature | Name | Phone # | Date |
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| Dean's Signature | Date |
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Instruction sheet for:

Request for Course Revalidation for General Education Status

The "Course Revalidation" form should be used only for revalidation of courses already listed in the catalog's list of Gen Ed courses.

If you are making a category change (e.g. requesting World Cultures), you should either use the Course Validation form or present here the appropriate justification.

The intent of this revalidation form is to streamline the revalidation process. Please answer all questions and submit only the documentation that is requested. Please contact your GER liaison with any questions you have about completing this form and submitting the required data.

The numbers below refer to questions on that form.

1. Many departments offer a large number of General Education courses. Some ideas to consider:
 - (a) Do you really want the course to appear on the GER list? (Some departments, because of enrollment pressure on courses needed for majors, have decided to omit from GER listing.)
 - (b) Is it necessary to have the course on the GER list? Some courses, especially upper level courses, are rarely needed by students as GERs and might easily be omitted.

If you choose to discontinue GER listing for a course, explain why, so that the history of this decision could be later retrieved by the Registrar.

2. Some changes, e.g. dropping a lab or changing enrollment from 30 to 100, would clearly be relevant. A small change in course description might not. Mention those that are possibly significant.
3. For Math, Science & Technology courses, check if a lab science. For "studio" courses in the Fine Arts marked with asterisks, we will continue them as they were previously marked.
4. **Each General Education course was designed to meet specific Gen Ed Goals (see Catalog, pg. 31). Please identify which goals the course is designed to meet. A single course is not expected to fulfill all goals. Please answer this thoughtfully, since you will need to provide direct assessment results for each goal you identify.**
5. You do not need to directly assess a Gen Ed course for every semester the course is taught or for every section. Rather, you only need to submit assessment data for one semester since the last revalidation. Please attach a copy of the assessment form (rubric, test question, essay prompt, etc.) and tabulation or other appropriate summary of results. We want a meaningful summary, not all the forms. Your GER liaison can assist you with ideas of how to collect and analyze direct assessment data. We hope that you can also use this data for your own departmental assessment needs.
6. Please submit indirect assessment data for the Gen Ed goals identified in Question 4 (from the same section and semester as the direct assessment data). This is most easily collected by having students answer the six Gen Ed questions at the bottom of the standard class evaluation form. As in #5, please submit your tabulations and a summary of the results, not the forms themselves.
7. After reviewing both the direct and indirect assessment results in terms of the specific Gen Ed goals identified for the course, please reflect on how well you believe the course is meeting those goals. Please briefly describe a plan to improve on goals that you think the course is not satisfactorily meeting.
8. Please submit your completed revalidation package as early as possible. We understand that assessment data for a Fall 2005 course may not be available until January 2006, but starting the process during the Fall semester will help result in a timely submission of documents, and will allow time if the committee requests any additional information or clarification.

Your completed revalidation package should be submitted directly to your GER liaison or to Connie Borboa, Registrar's Office, Box 8382.

GER Course Revalidation Request: Page 2.

Please use this page for longer answers to questions on page 1. Number accordingly.