

Submission Process for Gen Ed Course Proposals

To submit a proposal please go to the SmartSheet site -

<https://app.smartsheet.com/dashboards/9wm89cjpHH9x7xG2GWr7gJ45C3FPRQRCgjRC>
[Cq91](#) - and look on the left side for the block shown below:

General Education/Core IMPACTS Requests

Timelines and Submission Logs for the forms below are available at [Core IMPACTS Structures](#) and [Course Proposal and Proposal Revision Requests](#).

General Education

-  Core IMPACTS Structure Form
-  Core IMPACTS Course Proposal Form
-  Core IMPACTS Course Proposal REVISION Form
-  Field of Study Guidelines Update (For CAGs/CATs)

Use the Core IMPACTS Course Proposal Form if –

- You are an institution submitting a course for placement in the Core and that course has never received Gen Ed Council approval.
- You are an institution submitting revisions to a course (e.g. name, number, description, learning objectives, domain, etc.) that had previously received Gen Ed Council approval.
- You are a CAG or CAT that wants to propose a new Common Course or Course template for an IMPACTS Core course or are making changes to a Common Course or Course template that has already been approved by the Gen Ed Council.

Use the Core IMPACTS Course Proposal REVISION Form if –

- The Gen Ed Council has reviewed an initial course submission you made and has asked you to make substantive changes to your submission.

To prepare your proposal - As you work through the input and answer questions, the appropriate fields will show depending on the selections you make. Because you cannot save your entries as you progress through the form, [below you will find a guideline document](#) you can use to gather all of the information you will need to submit before you start.

For guidance as you develop your IMPACTS Core course proposals or revisions, please review the Board of Regents Policy Manual [Section 3.3.1](#) which provides the overall structure for general education in the USG.

The Academic and Student Affairs Handbook [Section 2.4](#) provides more detailed guidance on the IMPACTS Core structure.

Before submitting your request, please consider:

- Is the course at the collegiate level?
- Is the course broadly focused?
- Is the discipline of the course appropriately specified?
- Does the numbering of the course reflect the appropriate level (freshman, sophomore . . .)?
- Do the course prefix, numbering, title, and description conform with the USG list of Common Course Prefixes, Numbers, Titles, and Descriptions? [Academic and Student Affairs Handbook, Section 2.4.8](#)
- Does this course satisfy your accreditor and federal policies on the definition of a credit hour, as listed: <https://sacscoc.org/app/uploads/2019/08/Credit-Hours.pdf>

Rules for inclusion in Core IMPACTS:

See the [Academic and Student Affairs Handbook, Section 2.4.3 Rules for Including Courses in the IMPACTS Core](#)

See the [Academic and Student Affairs Handbook, Section 2.4.4 Details Regarding Courses in Core IMPACTS Domains](#)

Questions? Contact Dr. Melanie Largin, Associate Vice Chancellor for General Education and Student Pathways, at melanie.largin@usg.edu or 404-962-3059.



COUNCIL ON GENERAL EDUCATION

Form questions for requests for new/revised general education courses

This is a guide to the questions you should be prepared to answer when selecting “Core IMPACTS Course Proposal Form” from the [Academic Proposals](#) website. You would select the form noted above if you are an Institution who is requesting a brand-new course to be placed in your IMPACTS Core or you are an Institution who is making changes to an IMPACTS Core course that has previously received USG Council on General Education approval. This form can also be used by USG CAO Advisory Groups or Teams (CAGs/CATs) to request or make changes to common Core courses or Core course templates.

Note: Some questions may only appear in certain circumstances, depending on the selections you make when completing the form. Italicized parenthetical comments explain the selections that will cause a question to appear. If there is no parenthetical comment, the question appears in all cases.

Submission Type

Please specify the most appropriate option below. Note if you are requesting a course currently placed in one domain to be added to an additional domain or if you are requesting a course used elsewhere in the USG (such as a common or templated course) be added to your institution's curriculum, select the second option below.

- ☐ Institution requesting change in an already-approved course
- ☐ Institution requesting placement of an institutional course into a Core IMPACTS domain
- ☐ Institution requesting adoption of an eCore course into a Core Impacts domain
- ☐ CAG/CAT requesting creation of a Common Course for institutions to use in a Core IMPACTS domain
- ☐ CAG/CAT requesting change to a Common Course that was previously approved by the Council on General Education
- ☐ CAG/CAT requesting creation of a Course Template for institutions to use in a Core IMPACTS domain
- ☐ CAG/CAT requesting change to a Course Template that was previously approved by the Council on General Education

Submitter/Approval Information

<i>If Institution Submits:</i> Institution name I certify that this proposal has already received all appropriate institutional approvals and that the proposal	<i>If CAG/CAT Submits:</i> Requesting CAG/CAT When was this proposal formally approved by the CAG/CAT?
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is being submitted with the knowledge and final approval of the Provost/VPAA.	
Appropriate AC to review (Select up to 3) (if not eCore course)	

Common and/or Templated Courses (only if institution submits and not eCore course)

The Academic and Student Affairs Handbook Section 2.4.8 outlines common and templated courses for many Core IMPACTS and Field of Study courses. These have common course prefixes, numbers, titles, and descriptions. Templated courses (e.g., DATA 1501, ECON 1101) additionally have common learning outcomes and course content. Please select the most appropriate classification for this course below.

- ☐ This is a templated course using all Handbook specifications, including Domain placement.
- ☐ This is a common course using all Handbook specifications, including Domain placement.
- ☐ This is a common or templated course, but we are requesting an exception to the specifications.
 - *Follow-Up Question if this option selected:*
Please explain why your institution does not want to use the common/templated course information and why your institution selected the course prefix, number, title, description, course learning outcomes, and/or course content listed in this proposal.
- ☐ This is neither a common nor templated course.

Change Type (only if requesting change to already approved course)

Select all that apply.

- | | |
|---|--|
| ☒ Course Prefix and/or Number | ☒ Course Prerequisites |
| ☒ Course Title | ☒ Course Corequisites |
| ☒ Lecture/Laboratory/Credit Hours | ☒ Course Learning Outcomes |
| ☒ Course Description | ☒ None of the Above |

Will this change result in a change to the course content? (only if change type includes course description and/or learning outcomes)

- ☐ Yes, the course content will change.
- ☐ No, the course content will not change in any way.

Basic Course Information

Course Subject

Course Prefix and Number: Proposed and *(if requesting this type of change)* Previously Approved

Course Title: Proposed and *(if requesting this type of change)* Previously Approved

Credit Hours: Proposed and *(if requesting this type of change)* Previously Approved

Lecture Hours: Proposed and *(if requesting this type of change)* Previously Approved

Lab Hours: Proposed and *(if requesting this type of change)* Previously Approved

Course Description: Proposed and *(if requesting this type of change)* Previously Approved

Course Student Learning Outcomes: Proposed and *(if requesting this type of change)* Previously Approved

Course Prerequisites: Proposed and *(if requesting this type of change)* Previously Approved

Select all that apply.

- ✓ None
- ✓ Satisfy Learning Support English Requirements
- ✓ Satisfy Learning Support Mathematics Requirements
- ✓ Other Prerequisite(s) [Please Specify]

Course Corequisites: Proposed and *(if requesting this type of change)* Previously Approved

Select all that apply.

- ✓ None
- ✓ Learning Support English unless requirements satisfied
- ✓ Learning Support Mathematics unless requirements satisfied
- ✓ Other Corequisite(s) [Please Specify]

Request for Exceptions to the Prerequisite Rules *(Only if Other Pre/Co-requisites selected)*

[The Academic and Student Affairs Handbook, Section 2.4.5](#) states: (1) Courses in one Core IMPACTS domain may be prerequisites for other courses in that domain. (2) No course in one Core IMPACTS domain may be a prerequisite for a course in any other Core IMPACTS domain without the approval of the Council on General Education, unless that course is required to complete that domain.

- Yes, we are requesting a course in another Core IMPACTS domain for which the course is not required of all students be a prerequisite to this course
- No, we are not requesting such an exception

Does this course serve as a prerequisite to any required courses within any majors your institution offers? *(only if institution submits)*

- ✓ Yes, this course is a prerequisite for a required course within one or more majors.

Follow-up Question (if yes): **Does this course appear in the Field of Study for all applicable majors?***

- ✓ Yes, this course appears in the field of study for any major where it is a prerequisite to a required course.
- ✓ No, there is at least one major where this is a prerequisite but this course is not in the field of study.

Follow-Up Question (if no): **Please explain why this course is not in the Field of Study for an applicable major.**

- ✓ No, this course is not a prerequisite for any required course in any major.

Core IMPACTS Alignment

Core IMPACTS domain(s) for Proposed Course

Select all that apply.

- ✓ Institutional Priority (Institution)
- ✓ Mathematics & Quantitative Skills (Mathematics)
- ✓ Political Science & U.S. History (Citizenship)
- ✓ Arts, Humanities, & Ethics (Humanities)
- ✓ Communicating in Writing (Writing)
- ✓ Technology, Mathematics, & STEM (STEM)
- ✓ Social Sciences (Social Sciences)

Information on the domain learning outcomes and CRCs will display for the domain(s) you select.

Core IMPACTS (Domain Shorthand)	System Domain Learning Outcome(s)	Career-Ready Competencies
Institutional Priority (Institution)	Students will demonstrate the ability to think critically and solve problems related to academic priorities at their institution.	Critical Thinking, Teamwork, & Time Management
Mathematics & Quantitative Skills (Mathematics)	Students will apply mathematical and computational knowledge to interpret, evaluate, and communicate quantitative information using verbal, numerical, graphical, or symbolic forms.	Information Literacy, Inquiry and Analysis, & Problem-Solving

Core IMPACTS (Domain Shorthand)	System Domain Learning Outcome(s)	Career-Ready Competencies
Political Science and U.S. History (Citizenship)	Students will demonstrate knowledge of the history of the United States, the history of Georgia, and the provisions and principles of the United States Constitution and the Constitution of Georgia.	Critical Thinking, Intercultural Competence, & Persuasion
Arts, Humanities & Ethics (Humanities)	Students will effectively analyze and interpret the meaning, cultural significance, and ethical implications of literary/philosophical texts in English or other languages, or of works in the visual/performing arts.	Ethical Reasoning, Information Literacy, & Intercultural Competence
Communicating in Writing (Writing)	1) Students will communicate effectively in writing, demonstrating clear organization and structure, using appropriate grammar and writing conventions. 2) Students will appropriately acknowledge the use of materials from original sources. 3) Students will adapt their written communications to purpose and audience. 4) Students will analyze and draw informed inferences from written texts.	Critical Thinking, Information Literacy, & Persuasion
Technology, Mathematics & Sciences (STEM)	Students will use the scientific method and laboratory procedures or mathematical and computational methods to analyze data, solve problems, and explain natural phenomena.	Inquiry and Analysis, Problem-Solving, & Teamwork
Social Sciences (Social Sciences)	Students will effectively analyze the complexity of human behavior, and how historical, economic, political, social, or geographic relationships develop, persist, or change.	Intercultural Competence, Perspective-Taking, & Persuasion

How do the course learning outcomes align with the domain learning outcome(s) above? *(only if new course, or if requesting a change that changes the course content)*

If the course is proposed for more than one domain, provide a separate explanation of how the course will meet the domain learning outcome(s) for each domain.

How might instructors in sections of this course help students develop the Career-Ready Competencies? *(only if new course, or if requesting a change that changes the course content)*

If the course is proposed for more than one domain, provide a separate explanation of how the instructors might help students develop the three Career-Ready Competencies for each domain.

Detailed Course Information

Proposed Topical Outline *(only if new course that is not an eCore course, or if requesting a change that changes the course content)*

Please provide a topical outline demonstrating the breath and depth of the proposed course. Please be as comprehensive as possible within the limits of an outline (4000 character maximum).

Possible Instructional Strategies *(only if new institution course that is not an eCore course, if CAG/CAT proposing new templated course, or if requesting a change that changes the course content)*

Please provide examples of instructional strategies and engagement activities that will be implemented to achieve course learning outcomes.

Possible Course Materials *(only if new institution course that is not an eCore course, if CAG/CAT proposing new templated course, or if requesting a change that changes the course content)*

Please provide examples of possible course materials (e.g., textbooks, OERs) for the course.

Possible Course Assessments *(only if new course that is not an eCore course, or if requesting a change that changes the course content)*

Please provide examples of how instructors might assess whether students taking this proposed course meet the proposed course learning outcomes.

Core IMPACTS Assessment

How will you assess whether students taking this proposed course meet the approved domain learning outcome(s)? *(only if institution submits)*

If the course is proposed for more than one domain, provide a separate explanation of how you will assess the Learning Outcome(s) for each domain.

How will this course be part of the overall institutional process for assessing general education student learning outcomes? *(only if institution submits)*