

USG Core Curriculum Proposal Form

Summary

The following is a proposal application for adding a general studies course from your discipline to the general core curriculum course list.

Purpose

To enable faculty to add courses to the general core curriculum at Columbus State University.

Policy

This form is updated periodically. Please be sure you are using the **latest** version of this form, which may be downloaded from: <http://core.usg.edu/docs/CoreCurriculumCourseProposal.docx>

Core Curriculum Course Proposal Form – Areas A - E

Proposing institutions and reviewing bodies should review the following before completing their sections of this form.

Requests for courses to be added to Areas A-E.

- 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, junior . .)?
- Do the course prefix, numbering, and description conform with the USG list of Common Course Prefixes, Numbers, and Descriptions? Academic and Student Affairs Handbook, Section 2.4.10 (http://www.usg.edu/academic_affairs_handbook/section2/handbook/C738/#p2.4.10_common_course_prefixes_numbers_and_descriptions)

Requests for inclusion in Areas A – E:

- See Academic and Student Affairs Handbook, Section 2.4.4 Details Regarding Areas A-F (http://www.usg.edu/academic_affairs_handbook/section2/handbook/C738/#p2.4.4_details_regarding_areas_af)
- See Academic and Student Affairs Handbook, Section 2.4.5 Rules Regarding Inclusion in Areas A-F (http://www.usg.edu/academic_affairs_handbook/section2/handbook/C738/#p2.4.5_rules_regarding_inclusion_in_areas_af)
- See prerequisite rules, Academic and Student Affairs Handbook, Section 2.4.7 (http://www.usg.edu/academic_affairs_handbook/section2/handbook/C738/#p2.4.7_prerequisites_and_exceptions)

There are 4 parts to this form:

- **Part 1 is to be filled out by the institution proposing the course.**
- [Part 2 is to be filled out by the Academic Advisory Committee.](#)
- [Part 3 is to be filled out by the Regents' Advisory Committee on Academic Affairs \(if needed\).](#)
- [Part 4 is to be filled out by the Council on General Education.](#)

Part 1. To be filled out by the institution proposing the course.

NOTE: This form and all ancillary information (including syllabi) should be filled out in **Word** and saved as a single document using the following file-naming convention:

UniqueAbbreviationForYourCollegeCoursePrefixCourseNumber, for example:
GCSUPSYC1101.docx

You will then fill out some very brief information and upload the entire document to the USG website at: http://core.usg.edu/core_forms/course_proposal_form

Please do not delete any pages of this document.

1. Institution:

2. This is a proposal for (mark one box below):

<input type="checkbox"/>	Change in an already-approved course only, no change in Area. A change in a course that is already approved for Areas A-E at your institution. (If this is a change, please provide information in the boxes below on the current course, complete information on the new course, and a rationale for the change.)
	Course change information:
	From:
	To:
<input type="checkbox"/>	Placement of a course into the Areas A – E of the Core Curriculum

3. **Course Subject** (e.g., philosophy):
4. **Course Prefix and Number** (e.g., PSYC 1101):
5. **Course Title** as it appears (or will appear) in catalog:
6. **Lecture Hours-Laboratory Hours-Credit Hours** (e.g., 3-0-3):
7. **Provide a catalog description of the course** in the box below.

Common Course Prefixes, Numbers, and Descriptions

Does this course use a common course prefix and number *as listed in the Academic and Student Affairs Handbook Section 2.4.10?* (Please review the list of common course prefixes, numbers and descriptions at [Academic and Student Affairs Handbook, section 2.4.10](#)])

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

If you responded "no," is a common course prefix and number available for this course?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

If you responded "no" that you are **not using a common course prefix** and number, and "yes" that **a common course prefix and number is available for this course**, please explain in the space below why your institution does not want to use the common course prefix and number and why your institution selected the prefix and number indicated on this proposal.

CORE AREAS (A-E)

Mark all CORE AREAS (A-E) that this course is requested to satisfy.. For Core Areas

that you have **marked**, state your institution's Council on General Education-approved learning outcome(s) for that area, and explain how this course satisfies your institution's approved learning outcomes.

Area A (English, Mathematics)

State your institution's approved learning outcome(s) for Area A:

Enter text here.

Explain how the proposed course satisfies the Area A learning outcome(s) listed above:

Enter text here.

Area B (Institutional Options)

State your institution's approved learning outcome(s) for Area B:

Enter text here.

Explain how the proposed course satisfies the Area B learning outcome(s) listed above:

Enter text here.

Area C (Humanities, Fine Arts, Ethics)

State your institution's approved learning outcome(s) for Area C:

Enter text here.

Explain how the proposed course satisfies the Area C learning outcome(s) listed above:

Enter text here.

Area D (Natural Sciences, Mathematics, Technology)

State your institution's approved learning outcome(s) for Area D:

Enter text here.

Explain how the proposed course satisfies the Area D learning outcome(s) listed above:

Enter text here.

If Area D, select appropriate major(s):

math/science majors

health professions majors

non-math/science/health professions majors

Area E (Social Sciences)

State your institution's approved learning outcome(s) for Area E:

Enter text here.

Explain how the proposed course satisfies the Area E learning outcome(s) listed above:

Enter text here.

8. ~~In the box below, explain how this specific course fits within the context of the institution's mission and general education program and advances the University System and the institution's general education learning outcomes.~~

~~If this is a course proposal for Area B, explain how the course addresses the institution's philosophy, goals, and objectives for courses offered in Area B. Also note that courses specific to the major, skills-based courses and orientation courses are not appropriate for Area B of the Core.~~

No response required. Will be replaced with a better question in the future.

Course Prerequisites:

Learning Support Prerequisites or Corequisites: Please select the most appropriate Learning Support prerequisite or corequisite statement (check only one).

- None
- Exit or exemption from Learning Support English at the Foundations level.
- Exit or exemption from Learning Support Mathematics at the Foundations level.
- Exit or exemption from both Learning Support English and Learning Support Mathematics at the Foundations Level.
- Exit or exemption from Learning Support English at the Corequisite level.
- Exit or exemption from Learning Support Mathematics at the Corequisite level.
- Exit or exemption from both Learning Support English and Learning Support Mathematics at the Corequisite Level.
- Exit or exemption from Learning Support English at the Foundations level and Learning Support Mathematics at the Corequisite Level.
- Exit or exemption from Learning Support Mathematics at the Foundations level and Learning Support English at the Corequisite Level.
- Other (explain):

Other Prerequisites (enter "none" if not applicable):

Course Co-requisites (enter "none" if not applicable):

Requests for Exceptions to the Prerequisite Rules

The Academic and Student Affairs Handbook, section [2.4.7](#) states that:

Courses in one area (A–E) may be prerequisites for other courses in that area.

Except as noted below,

- No course in Area A–E may be a prerequisite for any course outside Areas A–E

- No course in one area (A–E) may be a prerequisite for any course in any other area (A–E).

Institutions may apply for permission to specify that students in one or more of their degree programs are required to take particular courses within Areas A - E. Applications will be considered first by the relevant Regents Academic Advisory Committees (the advisory committee for the degree program and the advisory committee for course), then by the Administrative Committee on Academic Affairs (RACAA), and then by the Council on General Education.

Are you requesting that students in a particular program or programs be required to take specific courses from electives within Areas A-E? (*Courses that are required of all students at your institution do not count here.*)

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

If yes, which program or programs?

Please review section [2.4.7](#) of the Academic and Student Affairs Handbook and provide a rationale in support of your request.

9. Course approval by institution

List each step of the approval process at your institution, and provide the dates on which your proposal was approved by each body or at each level. **By submitting this proposal, you are affirming that this proposal has already received all appropriate approvals at your institution and that the proposal is being submitted with the knowledge and final approval of the Provost/VPAA at your institution, listed below.**

Date	Level or approving body

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10. Have any proposals for this course previously been submitted by your institution to the Council on General Education?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

If yes, please indicate the date or dates (for repeat submissions) as best you can.

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What actions were taken on your previous submission(s)?

<input type="checkbox"/>	Approved
<input type="checkbox"/>	Denied
<input type="checkbox"/>	Withdrawn
<input type="checkbox"/>	Tabled

If a previous proposal was tabled or withdrawn, please explain.

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How have you changed this proposal since the last time you submitted a proposal for this course?

--

Appropriate Academic Advisory Committee to Review This Proposal

Please indicate the most appropriate Regents' Academic Advisory Committee to review this proposal. (You may check more than one, if applicable.)

- | | |
|--|---|
| <input type="checkbox"/> Anthropology | <input type="checkbox"/> Geological Sciences and Geography |
| <input type="checkbox"/> Arts and Sciences (Deans) | <input type="checkbox"/> Georgia Film Academy Film Production |
| <input type="checkbox"/> Biological Sciences | <input type="checkbox"/> History |
| <input type="checkbox"/> Business Administration, Management & Economics | <input type="checkbox"/> Mathematical Subjects |
| <input type="checkbox"/> Chemistry | <input type="checkbox"/> Nursing |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Philosophy & Religion |
| <input type="checkbox"/> Computing Disciplines | <input type="checkbox"/> Physical Education, Health Education, Recreation |
| <input type="checkbox"/> Criminal Justice | <input type="checkbox"/> Physics and Astronomy |
| <input type="checkbox"/> Educator Preparation | <input type="checkbox"/> Political Science |
| <input type="checkbox"/> Family and Consumer Sciences | <input type="checkbox"/> Psychology |
| <input type="checkbox"/> Fine and Applied Arts | <input type="checkbox"/> Social Work |
| <input type="checkbox"/> Foreign Languages | <input type="checkbox"/> Sociology |

Please provide the following contact information:

Provost/VPAA Name:	
Email Address:	
Phone Number:	
Mailing Address:	

Please fill in the **Course Description Template** below. This should be generic information that will apply to ALL sections of the course to be taught at your institution, not just to courses taught by a particular instructor.

Course Learning Outcomes

Provide a bulleted list of the course learning outcomes.

- Start bulleted list here.

Course Content

Provide a topical outline demonstrating the breadth and depth of the course. Please be as comprehensive as possible within the limits of an outline.

Insert outline here.

Assessment Strategies

Provide a list of the principal student activities that will measure attainment of course learning outcomes including, but not limited to, reading assignments, writing assignments, tests, and examinations. What necessary activities does the institution require for courses taught by more than one faculty member?

Insert assessment strategies here.

Instructional Strategies

Provide a list of the instructional strategies that will be used to achieve course learning outcomes, such as lecture or non-traditional methods such as online classes or the use of experiential instruction.

Insert instructional strategies here.

Potential Textbooks

Provide examples of possible textbooks for the course.

Part 2. To be filled out by the Chair of the Regents' Academic Advisory Committee

This part of the form should be completed by the *Academic Advisory Committee Chair* after the course proposal has been reviewed by the appropriate Regents' Academic Advisory Committee(s).

Upon completion of the form, please resave the form and send as an attachment to: Barbara.Brown@usg.edu

Please do not delete any pages of this document.

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Council_General_I

Course Title:

Institution:

1. Date the review by the Regents' Academic Advisory Committee was completed:

2. Did the Regents' Academic Advisory Committee **approve** this proposal?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

3. Please paste the Academic Advisory Committee Review in the box below. Comments should focus on the appropriateness of inclusion of the proposed course in the core curriculum, utilizing the criteria in the Academic and Student Affairs Handbook. (See [beginning](#) of this form (before Part 1) for criteria and links.)

Text here. Box will expand as needed.

4. Please mark the areas of the Core Curriculum for which your committee has approved the changed or proposed course.

<input type="checkbox"/>	Area A (English, Mathematics)
<input type="checkbox"/>	Area B (Institutional Options)
<input type="checkbox"/>	Area C (Humanities, Fine Arts, Ethics)
<input type="checkbox"/>	Area D (Natural Sciences, Mathematics, Technology)

<input type="checkbox"/>	<input type="checkbox"/>	math/science majors
<input type="checkbox"/>	<input type="checkbox"/>	health professions majors
<input type="checkbox"/>	<input type="checkbox"/>	non-math/science/health professions majors
<input type="checkbox"/>	<input type="checkbox"/>	Area E (Social Sciences)

Exceptions to the Prerequisite Rules?

Academic and Student Affairs Handbook section [2.4.7](#) Prerequisites and Exceptions

Courses in one area (A–E) may be prerequisites for other courses in that area.

Except as noted below,

- No course in Area A–E may be a prerequisite for any course outside Areas A–E
- No course in one area (A–E) may be a prerequisite for any course in any other area (A–E).

Institutions may apply for permission to specify that students in one or more of their degree programs are required to take particular courses within Areas A–E. Institutions may apply for up to 9 hours of such requirements. If permission is granted, these courses may be prerequisites for courses in Area F or in the major’s degree requirements.

Applications [for exceptions] will be considered first by the relevant **Academic Advisory Committees** (the advisory committee for the degree program and the advisory committee for course), then by the Regents’ Administrative Committee on Academic Affairs (RACAA), then by the Council on General Education (Gen Ed Council). The Gen Ed Council will make a recommendation to the Executive Vice Chancellor and Chief Academic Officer of the USG.

Did the institution apply for an exception to the general prerequisite rules?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Did the advisory committee **approve** exceptions to the prerequisite rules?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Please paste the Academic Advisory Committee comments on the request for an

exception to the prerequisite rules in the box below. Please clearly outline the programs that will be allowed to require particular courses within Areas A - E and the courses that may be required.

Text here. Box will expand as needed.

Please provide contact information for the **Chair** of the Regents' Academic Advisory Committee.

Academic Committee:	
Chair name:	
Chair institution:	
Chair daytime phone number:	
Chair email address:	

Reminder: After completing this part of the form, please save and send to Barbara.Brown@usg.edu as an email attachment.

Part 3. To be filled out by the Regents' Advisory Committee on Academic Affairs (if needed).

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Council_General_I

Course Title:

Institution:

Academic and Student Affairs Handbook section [2.4.7](#) Prerequisites and Exceptions

Courses in one area (A–E) may be prerequisites for other courses in that area.

Except as noted below,

- No course in Area A–E may be a prerequisite for any course outside Areas A–E
- No course in one area (A–E) may be a prerequisite for any course in any other area (A–E).

Institutions may apply for permission to specify that students in one or more of their degree programs are required to take particular courses within Areas A–E. Institutions may apply for up to 9 hours of such requirements. If permission is granted, these courses may be prerequisites for courses in Area F or in the major’s degree requirements.

Applications [for exceptions] will be considered first by the relevant Academic Advisory Committees (the advisory committee for the degree program and the advisory committee for course), then by the **Regents’ Administrative Committee on Academic Affairs (RACAA)**, then by the Council on General Education (Gen Ed Council). The Gen Ed Council will make a recommendation to the Executive Vice Chancellor and Chief Academic Officer of the USG.

1. Date the RACAA review was completed:

2. Did the institution apply for an exception to the general prerequisite rules?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

3. Did RACAA **approve** exceptions to the prerequisite rules?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

4. Please paste the RACAA comments on this request in the box below. Please list the programs that will be allowed to require particular courses within Areas A-E and the courses that may be required.

5. Please provide contact information for the **RACAA Chair**.

Chair name:	
Chair institution:	
Chair daytime phone number:	

Chair email address:

Reminder: After completing this part of the form, please save and send to Barbara.Brown@usg.edu as an email attachment.

Part 4: To be filled out by the System Liaison for the Council on General Education.

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Council_General_I

Course Title:

Institution:

1. Date the review by the Council on General Education was conducted:

2. What action did the Council on General Education take with respect to this proposal?

<input type="checkbox"/>	Approved
<input type="checkbox"/>	Denied
<input type="checkbox"/>	Withdrawn
<input type="checkbox"/>	Tabled

3. Please paste any comments from the Council on General Education in the box below. Comments should focus on the appropriateness of inclusion of the proposed course in the core curriculum, utilizing the criteria in the Academic and Student Affairs Handbook. (See [beginning](#) of this form for criteria and links.)

Text here. Box will expand as needed.

4. Please mark the areas of the Core Curriculum for which the Council on General Education has approved the changed or proposed course.

<input type="checkbox"/>	Area A (English, Mathematics)
<input type="checkbox"/>	Area B (Institutional Options)
<input type="checkbox"/>	Area C (Humanities, Fine Arts, Ethics)

	Area D (Natural Sciences, Mathematics, Technology)
	math/science majors
	health professions majors
	non-math/science/health professions majors
	Area E (Social Sciences)

5. Please provide contact information for the System Liaison to the Council on General Education.

Liaison name:	Barbara L. Brown
Liaison daytime phone number:	404-962-3107
Liaison email address:	Barbara.Brown@usg.edu

Form last updated 10/17/16

Related USG Policy

3.3.1 Core Curriculum

Last Update

10-17-2016

Responsible Authorities

- 1). UCC chair
- 2). USG General Education Council