

California State University, Chico

General Education Course Report

Cover Form V1.00

Instructions: This form must be printed and signed. Submission is not automatic!

Use this form both to propose a new General Education course and to report, during reviews, on an existing General Education course, including Cultural Diversity courses.

This cover form and associated reporting requirements are applicable to all courses in the General Education program. These include Core, Breadth, Upper-Division Theme, and Cultural Diversity courses, including Cultural Diversity courses which do not concurrently satisfy any other GE requirements (e.g., a stand-alone "Ethnic" or "Non-Western" course).

⇒ If this is a new course, please also begin the process to create the course and attach a copy of the completed *Course Proposal or Change Request Form*.

⇒ To initiate deletion of a GE classification for a course, complete only Sections I, II and VII.

Section I: Course Identification

Number and name: GEOG 2 Human Geography

Include all cross-listings. Course numbers must be at level 199 or lower.

Catalog description:

Survey of human populations and activities, with an emphasis upon how social, economic, political, and religious institutions influence interrelationships with the physical environment.

Prior course numbers (previous 6 years): _____

Section II: Course Classifications (mark all applicable)

Existing course in the GE program
 Proposed change of GE classification

Existing course proposed for the GE program
 New course proposed for the GE program

Core and Breadth Course

Area A: Skills

A1: Oral Communication

A2: Written Communication

A3: Critical Thinking

A4: Mathematics

Area B: Science

B1: Physical Universe

B2: Life Forms

Area C: Humanities and Fine Arts

C1: The Arts

C2: Languages and Literatures

C3: Phil., Religion, and Humanities

Area D: Behavioral and Social Sciences

D1: Individual and Society

D2: Political and Econ. Institutions

D3: Culture and Social Institutions

Area E: Lifelong Learning

Upper Division Theme Course
 (mark two or more)

Sub-Area A4 &/or Area B

Area C

Area D

Cultural Diversity Course

"Ethnic"

"Non-Western"

GE Honors Course

Remove Existing Status

GE Breadth course

U. D. Theme course

Cultural Diversity course

GE Honors course

Section III: Course Coordinator(s)

Identify the faculty member(s) most responsible for this course and for this report.

Name(s): J. Doe Department(s): Geography and Plannins

Section IV: Course History

Briefly describe the history of the course, including its place in the major and its relationships to other programs, as applicable.

A brief summary of the course history would go here (about 1400 characters maximum).

Section V: Supplemental Materials

Additional materials are required in support of this report. The materials to be submitted vary depending on the classification(s) requested for the course. For each course classification marked in Section II, refer to the corresponding *Guidelines for Supplemental Materials*.

The requirements addressed by this cover form and by the guidelines conform to applicable criteria contained in EM 99-05 *General Education Program* and in MOU 05/09/2001 *Administration of General Education Policy*.

This cover form, with attachments, and the supplemental materials must be submitted in a one-inch, 3-ring binder to the Academic Affairs office. All materials must fit in one binder.

Section VI: Attachments

Attach the following directly to this completed form.

- Attach a copy of the *Guidelines for Supplemental Materials* used in completing this report.
- For new courses, attach a copy of the completed *Course Proposal or Change Request Form*.
- For existing courses, attach a printout of SIS+ Screen 127 to demonstrate that the course is taught frequently and regularly.

Each course will preferably be taught every semester but will minimally be taught every academic year. Any course not taught for any continuous two-year period will be automatically dropped from the GE program.

Section VII: Department and College Approvals

By signing below, the department chair and the college dean verify that they have reviewed this report, found it complete, and attest to the appropriateness of the requested action.

Department Chair

Date

College Dean

Date

California State University, Chico
General Education Course Report
Guidelines for Supplemental Materials V1.2

Use these guidelines to compile and organize materials required in support of a GE course report. The materials to be submitted vary depending on the classification(s) requested for the course, as selected in Section II on the Cover Form.

In compiling this information, the course coordinator is reminded that the purpose of this report is solely to establish compliance with the requirements of the General Education program. Consequently, the discipline-based content of the course is only significant insofar as the course content relates to specific GE goals, objectives and outcomes. The course coordinator must demonstrate these connections concisely and explicitly.

- ◆ **Please provide the materials requested in the order listed.**
- ◆ **Provide tabs to separate sections, using the headings provided following in the left margin in *italics*.**

Area D

Describe how the course stands as a sufficient and exemplary first and only course a student might ever take in this GE Area and Sub-Area, and how a student will acquire a distinct sense of what a scholar in this discipline does.

Describe how the course contributes to the principal charge of GE Area D Behavioral and Social Sciences.

The principal charge to this area of General Education is to provide students opportunities to develop understanding of human behavior and the use of social theory, concepts, and analysis in application to human interaction. Class, race, ethnic, and gender issues should be integrated into courses in this area whenever possible.

All courses must, in a significant way, deal with human behavior. In each course, students must demonstrate learning

- in social science methods and perspectives,
- in historic as well as contemporary perspectives and influences, and
- in several relevant theoretical and methodological approaches.

Sub-Area D3

Describe how the course meets all of the criteria for this GE Sub-Area.

Sub-Area D3: Cultural and Social Institutions

Students must demonstrate learning in

1. the development and variation of cultural and social institutions; and
2. how cultural and social development and variations affect groups, institutions, and behavior.

Writing

Describe how the writing requirement is met, and how and when feedback is provided to students.

Each GE course section will have a writing requirement (at least 2500 words, total, for each three units of credit), or comparable problem or laboratory requirement, in the genres and forms appropriate to the discipline. This requirement is intended to engage students in a rigorous study of the bodies of knowledge represented by the course, including the ways in which writing constructs and communicates knowledge. Multiple graded writing assignments are required, at least one of which is to be returned to students prior to the due dates of the later assignments.

Each GE course section will require some significant, written work the first week of each semester, or as soon as is reasonable, and the work will be returned to students with informative feedback as soon as is practical. This requirement is intended to collect information from students about their entry skills, knowledge, and/or attitudes, and to provide students initial feedback on coursework expectations.

Non-Western

Describe the way that the “Non-Western” classification is satisfied by the course.

A “Non-Western” course will focus on non-U.S. culture(s) distinct from the dominant U.S. and European experience.

Describe how the course contributes to the principal goal of the Ethnic or Non-Western requirement.

The principal goal of this requirement is for students to gain insight into intercultural relations and the variety of cultures and peoples present both in the United States (Ethnic) and the world at large (Non-Western).

Describe how the course incorporates required cultural elements.

Among the elements that must be included in all Ethnic and Non-Western courses are the following:

1. the introduction and examination of basic concepts of intergroup and intercultural relations, such as racism, ethnocentrism, the impact of cultures on each other, perception, and the intersection of differing value systems and
2. the intersection of ethnicity and culture with gender, class, and other important social categories, such as religion.

Describe how the course contributes to required student learning outcomes.

Students, after completing the diversity courses, will understand

1. the social construction of class, race, ethnicity, and gender;
2. relationships among different ethnic groups; and
3. interactions, values, and perceptions of cultures distinct from the dominant U.S. and European cultures.

Substantiating Materials: Additional materials are required to demonstrate conformance to GE program criteria. Multi-sectioned courses, including co-listed Honors courses, must provide samples of materials representative of all sections.

Course Descr. Provide a description of the course objectives and requirements, assignments, a reading list, sample course syllabi, and sample course outlines.

The syllabus for each GE course section will include, but will not be limited to, the following information: the GE requirements satisfied by the course, the significance of the course with respect to relevant goals and objectives of the GE program, any special requirements which may be dictated by the GE program (e.g., the writing requirement for Core, Breadth and Theme courses, attendance at public events for Area C course), a listing of course topics, and descriptions of relevant expectations and grading policies.

Assignments Provide samples of graded student work exhibiting a range of achievement and illustrating assignments addressing all relevant GE program criteria. (Not required of a new course).

Assess. Plan Provide a narrative describing the “course assessment plan,” which will contain four identifiable components:

1. The learning outcomes to be assessed;
2. The means by which the learning outcomes will be measured (if applicable, provide sample copies of the assessment instruments);
3. How the collected assessment information will be compiled and analyzed; and
4. The way that the assessment results will be applied to improving the course and the assessment plan.

Each course in the GE program (including stand-alone Cultural Diversity courses) will have an assessment process which will evaluate whether students achieve the learning outcomes identified for the course. Course assessment will address both discipline-based learning outcomes and GE program-based learning outcomes. Only the GE portion of the assessment plan and of the assessment will be evaluated during GE course reviews. Refer to MOU 05/09/01 Sections 2.7 through 2.10 for additional information. Multi-section courses must exhibit a common assessment process.

Assess. Results Provide a brief summary of results from application of the course assessment plan, including a description of how the results have been used to improve both the course and the assessment plan. (Not required of a new course).

Coordination Describe the measures used to provide uniformity in content and rigor, both across sections (for multi-sectioned courses) and across semesters (for all courses), in meeting program requirements.

All courses will have coordination from semester to semester to ensure long-term uniformity, both in content and rigor. Each section of multi-sectioned courses must meet all applicable criteria, have multi-section coordination, and have its faculty meet regularly to ensure uniformity in meeting program requirements. (These requirements do not imply that different offerings of a course must be identical.)