

Department Checklist for General Education Course Re-Approval in Area II, Humanities

Please complete this checklist to ensure all necessary information is submitted for the review of courses. (Missing information will result in delayed re-approval or rejection.)

Course Name and Number _____

Person to contact about this checklist _____

E-mail _____ Phone _____

	QUESTIONS	YES?
1a	For multi-section courses, have you provided recent syllabi from different instructors? (2 for 2 instructors, 3 for 3 instructors, but no more than 4)	
1b	For multi-section courses, do all sections meet the standards of general education and are they comparable with one another?	
1c	Some courses have so many sections that a <i>class coordinator</i> is appointed. If you have a coordinator, is contact information provided? Coordinator: Email: Phone:	
2a	Have you included <i>enrollment data</i> from the last five years (showing when the course was offered; how many sections; and how many students took it each time) and <i>status of the instructor</i> , e.g., full-time faculty, part-time, adjunct, or teaching assistant?	
2b	Have you included assessment data, if available?	
3a	Does each syllabus clearly show the following:	
3b	--course content?	
3c	--student assignments?	
3d	--grading criteria and scale?	
3e	--a statement that this course fulfills the requirements for its given proficiency or area?	
3f	--a statement of course objectives and outcomes?	
4	For a <i>multiple topics</i> course, is information about all topics included?	
5a	Have you included a complete explanation of: (a) how this course meets the criteria for Area II, Humanities <i>and</i>	
5b	(b) how the course furthers the goals of general education articulated in the General Education Policy?	
6	Is the course a 500-level course? (500-level courses do not count towards general education.)	
7	Has the course been offered at least once every two years?	
8	Is the course more than three credit hours? If so, has justification been provided justification for the additional credit?	

OVER

The WMU General Education Policy can be accessed at
http://www.wmich.edu/facultysenate/downloads/General_Education_Policy.pdf

Criteria for Area II, Humanities

Humanities courses should offer the opportunity to study some of the forms by means of which human beings have reflected upon and represented human experience and the varieties of the human condition. These forms are mostly linguistic – literary, philosophic, historiographic, and religious. Sources studied in the humanities courses should be presented in ways that develop appreciation for their intellectual and aesthetic integrity and their imaginative scope. They should be studied in ways that require effort of response and reflection, and expand the students' critical and empathic capacities.

CRITERIA FOR SELECTING AND EVALUATING GENERAL EDUCATION COURSES

The Committee to Oversee General Education (COGE) shall apply these criteria in fulfilling its charge.

Criteria Applicable to All Courses

1. Courses should further the goals of general education articulated in the introduction to this document. Courses may be those specifically designed for general education, or they may be introductory or intermediate courses in a major sequence so long as they conform to the goals of general education. Advanced courses may be offered for proficiencies 2 (baccalaureate-level writing), 4a (advanced writing), and 4b (optional mathematics or quantitative reasoning).
2. Courses at the 500-level do not count towards general education. Courses with prerequisites may count towards general education.
3. Grading and the amount of work required of students should be as rigorous in general education courses as in courses for majors. However, course work and teaching methods should be designed to open the discipline(s) to nonspecialists.
4. All courses included in general education should have syllabi detailing course content, amount of student work, and grading procedures. Syllabi and other related course materials should be made available to the COGE on request.
5. Departments that offer courses in multiple sections should demonstrate that all sections meet the standards of general education and are comparable with one another.
6. In the case of variable topics courses which may be taken more than once for credit when the subject matter is different, the different course subtopics should be reviewed for general education credit, and not simply the basic courses.
7. Students may receive credit by examination in place of coursework in the proficiencies, but not proficiencies 4a-4g, if the department offering the course provides for credit by examination, and the COGE approves. Placement in a foreign language at a second-year level does not waive the fourth proficiency requirement.
8. Courses approved for general education credit should, if possible, be offered at least once every two years.
9. If a department seeks approval for a course that is other than three credit hours, it should explain the basis for the difference in credit-hour requirements.