

UWSP General Education Program Course Application & Approval

As a shared curriculum, our General Education Program (GEP) is a valuable component of the educational experience for all UWSP students. The General Education Committee (GEC) has the responsibility of coordinating the GEP, which includes approving courses and assessing the program. We value your expertise, your experience, and your willingness to contribute to the GEP.

The GEP course application and approval process requires several pieces of information from the academic unit, listed below, including a report of department approval.

- If the course is a new course, it must be approved by the Curriculum Committee.
- Name of the proposing/sponsoring academic department (school, discipline, division, etc.).
- Name of a contact person in the department.
- Name(s) of actual or potential instructor(s), or a short description of who will teach the course (i.e., “any instructor holding an academic appointment in the department”)
 - Note: According to Step 5 of the approved GEP curriculum, “If there is a question about instructor qualifications, the General Education Committee must seek advice from the appropriate department(s) and may request a brief curriculum vitae describing the instructor’s qualifications.”
- Basic course information
 - a representative course syllabus
 - catalog description, credits, and enrollment target,
 - GEP category designation is being requested
 - statement of course learning outcomes
 - explanation of alignment between course learning outcomes and GEP category learning outcomes
 - a plan for how student achievement of learning outcomes will be assessed
 - include direct assessment measures (i.e., direct measures of student work)
 - might also include indirect assessment measures (i.e., student surveys, reflections, or feedback)
 - an example assignment (test, essay, project, lab report, etc.)
- Library resources and services required
 - additional resources (books, journals, DVDs, databases, etc.)
 - library instruction session(s)
- Report of department vote

If you have any questions or concerns, please feel free to contact the [General Education Committee](#).