

## Instructions for GEP Course Portfolios

Dear Colleague,

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 educational experience of our students. Thank you!

As part of the GEP Assessment Plan, instructors who offer courses with a GEP designation are required to submit a Course Portfolio during the year when those courses are the focus of assessment. For 2014-2015 academic year, focus is on *Investigation Level* courses, and includes each of the categories within that Level.

According to the policies approved by Faculty Senate, your GEP Course Portfolio should include the following **content**:

- Your course syllabus, including an explanation of how the intended learning outcomes of the course align with those of the General Education Program category.
  - “Alignment” here means the relationship between what students learn in your course and the learning outcomes of the GEP category. Your course learning goals may be worded in a way that is more specific to your discipline, may include additional skills, knowledge, or dispositions beyond those included in the GEP learning outcomes, or may simply be worded differently from those of the GEP. Please connect the dots for us so that someone from outside your discipline will be able to see how students’ learning in your course achieves the goals of the GEP.
- A brief narrative describing how the relevant General Education Program learning outcomes will be met by students through course experiences, assignments, and/or activities.
- A discipline-appropriate evaluation of student attainment of at least one learning outcome, including a brief explanation of how student learning was assessed. (Note: Although courses should be designed to meet all the approved learning outcomes in a particular category, the actual assessment can focus on a smaller subset of these outcomes.)
  - Typical items here include papers, projects, and specific test items.
  - Grades for the entire course generally are not useful here because they are a composite of students’ achievement of a number of different learning outcomes and other course activities.
- Examples of student work related to the evaluation above showing a range of student achievement.
- The specific criteria or rubric that was used to evaluate student work.
- Results of any other feedback mechanisms used in the course that explore student perceptions of course assignments and their alignment with the general education learning outcomes.
- A brief statement explaining how assessment results will be used to improve learning in the course in the future.
  - In many ways this is the most important part of the course portfolio. “Brief” here should be taken to mean that you don’t need to give all the details of how you will revise the course, but please do engage in meaningful reflection on what the evidence of student learning tells you about the success of your course and where there is room for improvement.

Please submit your GEP Course Portfolio in an **electronic format**:

- GEP Course Portfolios should be submitted as an electronic portfolio (ePortfolio) within the Desire-2-Learn (D2L) course management system.
- To support you in this process, an electronic *template* for GEP Course ePortfolios has been created that will make assembling and submitting your ePortfolio very easy.
- During 2014-2015, the GEP Assessment Plan specifies that all courses within the *Investigation Level* are to be reviewed.
- Instructors of Investigation Level courses during Fall 2014 will be added to a separate “course” within D2L, corresponding to each of the categories within that Level.
  - Each category within the Investigation Level will have its own D2L group created: Arts, Humanities, Historical Perspectives, Social Sciences, and Natural Sciences.
  - So, for example, all instructors offering courses during Fall 2014 that are designated at GEP Humanities courses will be included in a Humanities group within D2L.
  - As a member of that specific group, an *ePortfolio template* will be available for you to use.
  - You will also find other resources in this D2L group, including sample Course Portfolios and frequently asked questions.
- ePortfolio Workshops: additional information about how to submit your ePortfolio will be provided by Karyn Biasca, who will offer repeat sessions next fall semester, each of which is designed to provide you with hands-on assistance. More details will be provided next fall.
- GEP Course ePortfolios should be submitted by **February 1, 2015**. The General Education Committee, the Director of General Education, and the Assessment Coordinator will then support the work of various Faculty Learning Communities as review takes place.
  - Each instructor who submits a Course Portfolio will be given individual feedback (see the GEP Course Portfolio Rubric). This feedback will only be shared with instructors. The intent of this feedback is to provide formative feedback and to help “close the loop” and support the continuous improvement of our educational offerings.
  - Next, based on the trends and issues that are found in the Course Portfolios, Faculty Learning Communities will generate a summary report that is devoid of any specific identifying information. These reports are then combined with institutional assessment data and submitted to the General Education Committee (GEC) for consideration.
  - The GEC will then report to Faculty Senate with possible recommendations and/or changes that impact the General Education Program. These recommendations and/or changes might include revisions to the GEP curriculum itself or ways to support the campus teaching community in terms of professional development.

More information about the GEP Assessment process can be found here:

[http://www.uwsp.edu/acadaff/Pages/GEP\\_Assessment.aspx](http://www.uwsp.edu/acadaff/Pages/GEP_Assessment.aspx)

If you have any questions or concerns, please feel free to contact:

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