Regarding multi-sectioned, subtitled, and special topics General Education courses  
(Originated November 5th, 2010)

Having discussed at length the issue of common syllabi, and sustained quality oversight of multi-sectioned, subtitled, and special topics General Education courses, including sections designated DL for distance learning, the Interim General Education Oversight Committee hereby recommends:

1) Requiring departments to submit a single syllabus (aka the “generic” syllabus) for each course number, when seeking Gen Ed approval. This syllabus should provide ample evidence that all sections being offered under this course number are required to adhere to a common set of learning outcomes that are consistent with the curricular area of the General Education program for which the course has been designed.

2) Allowing different sections of that course to be automatically be offered as General Education courses for a period of four years, once the generic syllabus has been approved for General Education.

3) Having the responsibility fall to the department for ensuring that the syllabi for all sections of a multi-sectioned course, including themed or sub-titled courses, adhere over time to the learning outcomes on the generic syllabus.

4) Implementing the following review process, to be conducted every four years, consistent with the University’s assessment plan:
   a) Departments are required to re-submit to the Office of Undergraduate Education (UE) the generic syllabus being used for the course number, and should highlight any changes that have been made since the original approval.
   b) Departments are required to submit copies of the separate syllabi for all sections offered under that course number during that four year period, and a statement justifying the fidelity of the different syllabi to the appropriate Area outcomes.
   c) These materials will be reviewed in the Office of Undergraduate Education, presumably by the successor of the Interim General Education Oversight Committee.
      i. Upon successful review the generic syllabus will be approved, as a course within the appropriate curricular area of the GenEd curriculum, for another four years.
      ii. An unsuccessful review of either the generic syllabus or the attending materials would lead to temporary suspension of the approval of the course (and all sections, themes, subtitles and topics) for General Education credit.