

SPRING 2021

GENERAL EDUCATION COURSE TRANSMITTAL FORM

KEAN UNIVERSITY: THE UNIVERSITY SENATE

Must be submitted to the Senate Office in Electronic Format as Required

Contact Person: _____ Phone: _____ Email: _____

School Department / Program: _____

This is the original Course proposal This is a revision Revision No. _____

School Department / Program Abbreviation: _____ Course No. _____ Credits: _____

Full Title of Course: _____

Previous Title (if appropriate): _____ N/A

Course Capacity: _____

Course Prerequisites: _____ Course Co-Requisite _____

Abbreviated Title (30 characters or less): _____

Proposed Date of Implementation: _____

Grade Type: Regular Pass / Fail CG / NC (Grad)

Does this course replace another courses? Yes No

If yes, which course: _____ Effective Term: _____

Is this course equivalent to any other course(s) Yes No If yes, which course: _____

Semester Credit Hours for this course were reviewed by the College Curriculum Committee

PROPOSED ACTION

- | | |
|---|--|
| <input type="checkbox"/> Approval of New Course for inclusion in GE Program | <input type="checkbox"/> Revision of Existing Course |
| <input type="checkbox"/> Addition of Existing Course to GE Program | <input type="checkbox"/> Type I |
| <input type="checkbox"/> Addition of service Learning Module to a GE Course | <input type="checkbox"/> Type II |
| <input type="checkbox"/> Removal of a Course from GE Program | <input type="checkbox"/> Course Title Change |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Course Number Change |
| | <input type="checkbox"/> Catalog Description Change |

****If change affects a program, the program(s) must be submitted to the UCC***

ACTION AND SIGNATURES

Affected School / Department Program Signatures on p. 2 (Requires Chairs Signature only) Yes No

School / Departmental / Program Action

(Complete p. 2 if approval by more than one School / Department / Program is required)

School / Department / Program: _____

School / Department Program Approval Yes No

Vote Total: _____ YES _____ NO _____ Absent

School / Department / Program Curriculum Chair _____ Date: _____

Department Chairperson, Program Coordinator or Executive Director: _____

Signature: _____ Date: _____

GENERAL EDUCATION COURSE TRANSMITTAL FORM – Page 2
KEAN UNIVERSITY: THE UNIVERSITY SENATE

College Curriculum Committee Action *(use next page if it requires approval by more than one College)*

College Curriculum Committee where course proposal needs approval:

- CLA SVPA BPM NWGC COE NAHS MGC NJCSTM

College Curriculum Committee Chairperson: [Click or tap here to enter text.](#) Date: [Click or tap to enter a date.](#)

- Approved Return for revision Rejected

General Education Committee Action

General Education Committee Chairperson: _____ Date: _____

- Approved Return for revision Rejected

Dean’s Action *(complete p. 3 if receipt by more than one Dean is required)*

College Dean’s Receipt: _____ Date: _____

Provost Approval: _____ Date: _____

Completed and approved course document received by Senate Office _____ Date: [Click or tap to enter a date.](#)

*To be completed and attached only if the approval process involves or affects more than one
School / Department / Program and / or College*

School / Departmental / Program Action (continued from page one)

School / Department / Program: _____

School / Department Program Approval Yes No

Vote Total: _____ YES _____ NO _____ Absent

School / Department / Program Curriculum Chair _____ Date: _____

Department Chairperson, Program Coordinator or Executive Director: _____

Signature: _____ Date: _____

School / Department / Program: _____

School / Department Program Approval Yes No

Vote Total: _____ YES _____ NO _____ Absent

School / Department / Program Curriculum Chair _____ Date: _____

Department Chairperson, Program Coordinator or Executive Director: _____

Signature: _____ Date: _____

GENERAL EDUCATION COURSE TRANSMITTAL FORM – Page 3
KEAN UNIVERSITY: THE UNIVERSITY SENATE

School / Departmental / Program Action (continued from page one – if required)

School / Department / Program: _____

School / Department Program Approval Yes No

Vote Total: _____ YES _____ NO _____ Absent

School / Department / Program Curriculum Chair _____ Date: _____

Department Chairperson, Program Coordinator or Executive Director: _____

Signature: _____ Date: _____

College Curriculum Committee Action (continued from page one if required)

Second (2nd) College Curriculum Committee where course proposal needs approval

CLA SVPA BPM NWGC COE NAHS MGC NJCSTM

College Curriculum Committee Chairperson: Click or tap here to enter text. Date: Click or tap to enter a date.

Approved Return for revision Rejected

Third (3rd) College Curriculum Committee where course proposal needs approval

CLA SVPA BPM NWGC COE NAHS MGC NJCSTM

College Curriculum Committee Chairperson: Click or tap here to enter text. Date: Click or tap to enter a date.

Approved Return for revision Rejected

Fourth (4th) College Curriculum Committee where course proposal needs approval

CLA SVPA BPM NWGC COE NAHS MGC NJCSTM

College Curriculum Committee Chairperson: Click or tap here to enter text. Date: Click or tap to enter a date.

Approved Return for revision Rejected

Dean's Action (continued from p. 2)

2nd College Dean's Receipt (signature) _____ Date: _____

3rd College Dean's Receipt (signature) _____ Date: _____

4th College Dean's Receipt (signature) _____ Date: _____

If more than one Dean's signature is required, these signatures must be obtained before submission to the University Senate Office for final distribution

Course Outline Document Addendum for General Education (GE) Courses

This addendum is to be included in the course document for new / revised courses that are GE Courses. *Taken from pages 88-91 of the 2017 UCC Manual*

For GE Courses, GE Student Learning Outcomes (SLOs) are to be assessed
 Refer to the GE SLOs at: <https://sites.google.com/a/kean.edu/sgsasses/uploads-1>

INDICATE GE COURSE TYPE

- GE Capstone
- GE Foundation
- GE Distribution / Humanities
- GE Distribution / Social Science
- GE Distribution / Science / Math
- GE Distribution

1. Identify the GE SLOs that are to be assessed in this course using the GE Rubrics for those SLOs. Select at least two (2), but *no more* than three (3) SLOs to assess per course.

Select	GE Student Learning Outcome	Definition
	1. Transdisciplinary	The ability to integrate knowledge and methods from different fields to address historical or contemporary questions.
	2. Critical Thinking	The ability to utilize reflective analysis to draw informed conclusions.
	3. Quantitative Literacy	The ability to utilize numerical data accurately and effectively to address real world problems.
	4. Communication Literacies	The ability to speak and write effectively to convey an evidenced-based argument.
	5. Information and Technology Literacies	The ability to utilize information and communications technology critically and effectively in a rapidly changing world.
	6. Active Citizenship	A commitment to lifelong civic engagement at a local, national and / or global level.
	7. Ethical Judgement and Integrity	The ability to draw responsible conclusions from ethical questions, to guide personal conduct.
	8. Diversity	A commitment to promote inclusivity in a diverse world.

SPRING 2021

2. Indicate which of the course objectives specific in this UCC course outline aligns with the GE SLOs to be assessed in the course:

3. List and describe the active teaching and learning methods used in this course. Use of active teaching and learning methods is a core requirement for all GE Courses. Examples of such methods include:

- a. Student-led discussions or demonstrations
- b. Fieldwork
- c. Out-of-classroom experiences
- d. Jigsaw procedures
- e. Collaborative learning groups

Please refer to: Major, Harris & Zakrajsek (2016), *Teaching for Learning* for additional in-depth examples and resources.

4. Describe the student work samples to be utilized for assessment of GE SLOs: