Demystifying the Course Review Process
Today’s Facilitators

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Today’s Panelists

Susan Miller-Cochran
Executive Director of General Education, Professor of Rhetoric, Composition, and the Teaching of English (RCTE), Associate Faculty, Second Language Acquisition and Teaching Program (SLAT)

Joan Curry
Chair of the University-Wide General Education Committee, Professor and Associate Head Dept of Environmental Science, Cardon Academy of Teaching Excellence Fellow

Mónica De Soto Vega
Senior Manager, General Education Planning, Office of General Education
Session Road Map

❖ Introduction to the session
❖ Overview of the course proposal review process
❖ Suggestions and considerations for preparing your proposal
❖ Q&A and additional resources
Quick Poll

What are you most interested in focusing on today?

a. Overview of the course proposal review process
b. Suggestions and considerations for preparing your proposal
c. Q&A with the panelists
d. All of the above
COURSE PROPOSAL REVIEW
Course Approval in Five Steps

This Adobe Spark presentation represents the five steps for the course approval process. Note: this process is only for existing catalog courses.

**STEP ONE**
College recommendation / Nomination

**STEP TWO**
Quick Start

**STEP THREE**
Course Proposal Form (CPF)

**STEP FOUR**
UWGEC Review

**STEP FIVE**
Approval
## Course Approval Details

### Quick Start (Live-Online or Self-Paced)

**Purpose:**
- Provide information about the new curriculum and course approval process.
- Supports instructors in curating materials for their course proposal form

**Product:**
Instructor submits course proposal form

- **Course Proposal Form (CPF)**
- **NO REVIEW**

### GE Office Basic Verification

**Purpose:**
- Ensure all elements of the course proposal are present
- Check for policy fulfillment
- Packaged for UWGEC sub-group review

**Instructor revisions requested if:**
- Missing CPF elements
- Violation course modification requirements/allowances (e.g., course number change)

- **Course Proposal Form (CPF)**
- **Packaged for UWGEC subgroups**
- **NO REVIEW**

### GE Faculty Coordinator Recommendations

**Purpose:**
- Provide a pre-check for significant issues
- Provide suggestions to UWGEC sub-groups
- Assist in organizational flow for UWGEC sub-groups

- **Course Proposal Form (CPF)**
- **Faculty Coordinator Recommendations**
- **NO INSTRUCTOR REVISION REQUESTS**

### UWGEC Sub-Group Review

**Recommendation to full committee:**
- Approve as is
- Approve with potential suggestions
- Conditional approval with required revisions
- Substantial modifications required for review

**Instructor revision requests:**
- Provide actionable and specific required changes to instructor.

- **Course Proposal Form (CPF)**
- **UWGEC Sub-Group Review Decision**

### UWGEC Full Committee Review

**Full committee vote:**
- Proposals brought forward by subgroups

**Final decisions made:**
- Instructor revision requests provided (if applicable)
- Recommendations sent to Curricular Affairs and Office of the Registrar

- **Course Proposal Form (CPF)**
- **UWGEC Full Committee Review Decision**

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The diagram details the process for course approval, including the steps taken by each group and the final decision made by the full committee.
Q&A WITH PANELISTS
THE NEW GENERAL EDUCATION:

Demystifying the Course Review Process

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Recording and Materials
Sept 20 | How-To Guide for Preparing Your Course Proposal
Sept 22 | Demystifying the Gen Ed Course Review Process

Upcoming Deep Dives
Stay Tuned for Our New Series in November

For More Information:
https://ge.arizona.edu/