

**DEEP
DIVE**
sessions

***PROPOSING
COURSES***
IN THE NEW GEN ED

Demystifying the Course Review Process



Today's Facilitators



Katie Southard
*Director of
Instructional Support,
General Education*



Ryan Winet
*Director of
Communication,
General Education*



Emily Jo Schwaller
*Coordinator of Instructional
Technology,
General Education*



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 Sub-Group Review Decision

UWGEC Full Committee Review Decision

SUGGESTIONS & CONSIDERATIONS



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/>

