This document is designed to assist departments and colleges in preparing General Education (GE) courses for review and certification by the Faculty General Education Council (FGEC). Overall, courses which complete GE requirements are expected to contribute in significant ways to achieving the objective of the BYU GE program:

Within The Aims of a BYU Education, the objective of BYU's General Education Program is to prepare students with a broad, integrated foundation of knowledge, skills and cultural understanding which supports and enhances major education and facilitates the ability and desire for lifelong learning and service. In an environment which blends the spiritual and the secular, general education courses should improve the student's ability to think clearly, communicate effectively, and act wisely.

GE Administration

The General Education (GE) Program is administered by the Associate Dean of Undergraduate Education—General Education who reports to the Dean of Undergraduate Education and the Associate Academic Vice President—Undergraduate Studies. A Faculty General Education Council (FGEC), consisting of 11 representative faculty members from all colleges and schools, decides which courses to accept and retain under GE guidelines established by the university administration. In addition, each academic college has a college GE coordinator who promotes general education in the college. Questions about the review procedure should be directed to the Administrative Assistant for General Education (2-3388 or wendy_simmerman@byu.edu).

Procedures for GE Certification and Review

Previously certified courses are being reviewed on yearly basis, but courses newly proposed for GE certification need to complete the following

1. Review of an existing course

To propose a course for GE certification that is already taught in a discipline, the department should notify the GE Office that a proposal will be forthcoming. Because the FGEC meets only fall and winter semesters, and updates of the University Core found in the Class Schedule are due at the beginning of March, it is important that we receive the material for the review preferably by August 1; however, the FGEC may have time to review a new proposal if the material is received no later than January 1.

All documents necessary for a proposal are available online at http://ge.byu.edu/faculty_departments/administration_review.aspx Please pay particular attention to the Foundation Documents that give criteria for the various requirements so you can make an informed
decision about which requirement the course would cover. Certain courses may be approved for more than one requirement, in which case foundation documents pertaining to more than one requirement need to be addressed when applying for GE certification in more than one requirement. For example, a foreign language course may fulfill the Languages of Learning requirement but may also have components of the Global and Cultural Awareness requirement. The FGEC will review the course, and the GE Office will notify the department chair with copies to the dean whether the course has been certified as a GE course. New GE courses are given provisional certification and will be reviewed more extensively for the next two years; after that it will be reviewed less extensively over the following years unless the FGEC should notice any anomalies when it will receive a closer review. The newly certified course will usually not show up on the University Core list that is in the online Class Schedules until at least a semester after it has been reviewed; this list is updated three times a year: Fall, Winter, and Spring/Summer; however, it will not show up on MyMAP until the following fall semester when students will be able to register for the course.

2. New Courses

In addition to following the procedure above, if the course is new to the department and the department is requesting GE certification, please make a note of this on the Curriculum Review Course Form so that the University Curriculum Council (UCC) is aware that the FGEC will also be reviewing the course. New courses need to go through both the FGEC and the University Curriculum Council (UCC) approval processes and it is important that they go through the process at the same time so approval of a new course to the department curriculum and certification for GE happen at the same time. (See the memo to deans and chairs dated February 17, 2009 explaining this process.)

**Documentation Required from Departments**

Please collect all of the following documentation and materials in a 3-ring binder with the course title on the cover. We would also appreciate your dividing the materials according to the divisions below.

I. Cover sheet and Check List complete with dean and chair signatures.

**College & Department Evaluations**

II. **College Evaluation: Dean's Comments**

The dean should comment briefly on the course and the chair’s evaluation, identify any resource issues, and state any concerns he or she may have. (The dean’s office is responsible for sending the binder and materials to the GE Office, 350 MSRB.)

III. **Department Evaluation: Chair's Comments**

Departmental comments on the course should be written by the Chair and/or appropriate designee such as a course coordinator (not a course instructor).

Attached is the FGEC Review Criteria for GE Course Evaluation. These specific questions are used by the FGEC when it does the review. Please be sure to comment on each question where appropriate. In particular the FGEC would like you to address teacher qualifications, class size,
and the coordination and oversight of sections being taught in the Salt Lake Center and as an Independent Study. Please also refer to the foundation document and comment on how closely the course fits the requirement. Add any other comments you feel appropriate, especially concerning learning outcomes.

(The department is responsible for gathering and organizing material and presenting it to the dean or associate dean.)

**Information and Materials**

**IV.** For courses already in your departmental curricula, list all faculty and other instructors who have taught the course (past 3 years) and will teach the course this coming academic year. If the course is new to the department curriculum and going through the UCC review, identify those faculty who will be teaching the course in the future. Please also indicate faculty rank or other professional status, and teacher qualifications. Courses taught by part-time faculty or graduate students need to be supervised by full-time faculty with professional credentials and experience suitable for oversight of courses.

**V.** Material for EACH instructor who is currently teaching or has recently taught the course. Please include the following materials for all sections taught through BYU Provo campus, Independent Study, Evening School and the Salt Lake Center. Use materials from the last academic year or the last time the instructor taught the course.

- **A.** Syllabus with clear learning outcomes
- **B.** Grade distribution for the course for recent years, i.e., how many students received A, A-, etc. Include grade distributions for each instructor for up to 3 years, depending on how many years he/she has taught the course.
- **C.** List of required texts and readings (FGEC members may request to look at the texts)
- **D.** Brief curriculum vitae of the instructors—no more than 1 page
- **E.** A recent final exam
- **F.** Copies of instructions for writing assignments
- **G.** Student writing samples if available
- **I.** Student evaluations and summaries for the most recent 2 semesters