UCC Guidelines on Temporary GenEd Status

Revised & Approved December 2, 2020

The purpose of this policy is to facilitate experimentation within the General Education setting and to allow for the development of timely General Education courses on emerging topics. To encourage innovative or topical courses that foster general education skills, "pop-up" courses will be approved as General Education courses on a one-time basis.

The temporary General Education status will apply to the course for one semester and can be renewed for one additional semester for a maximum of two semesters within a two-year period. If the department decides it wants the course to continue to have General Education status beyond a second semester, the course will need to go through the standard approval process for General Education courses. Once a course is granted temporary General Education status, it will still be subject to the university's standard policies regarding minimum enrollment. Temporary General Education status can be granted for all General Education categories except for Capstone.

To gain temporary General Education status for a course, the initiating faculty should first have the proposal approved by their department chair. Then, the department should submit a proposal to the Director of General Education. The department should use its existing Special Topics course number if the proposal is a new course. In order to balance the need for orderly course scheduling against the goal of encouraging innovation and timely topical content, proposals should be submitted according to the following guideline:

For a Fall Semester, submit proposal by the previous March 1st

For a Summer Semester, submit proposal by the previous February 1st

For a Spring Semester, submit proposal by the previous October 1st

**The proposal should be submitted through the curriculum management system and include the following:**

1. A rationale that identifies
2. the innovative nature and/or the timely topical content that justifies the request for temporary General Education status
3. the semester for which the course would carry General Education status
4. the General Education category or categories for which the course would be approved (Arts and Humanities, Social Sciences, Natural Sciences, African-American Experience, US Diversity, WAC, SPAC, or Quantitative Intensive).
5. A syllabus for the course that includes the criteria for the proposed General Education category or categories. For courses in the Arts and Humanities, Social Sciences, Natural Sciences, African-American Experience, and US Diversity areas, this includes the criteria for at least two skill areas (critical thinking, group work, information literacy, oral communication, quantitative literacy, writing).
6. Completed Criteria Sheets for the proposed General Education category or categories. For courses in the Arts and Humanities, Social Sciences, Natural Sciences, African-American Experience, US Diversity areas, this also includes Criteria Sheets for at least two skill areas. For criteria sheets see <https://www.csuohio.edu/gened/criteria-sheets>.

The Director of General Education will review these materials and decide whether or not to grant temporary General Education status based on whether or not the course meets the established criteria for General Education courses in the proposed category or categories. If the Director decides to grant temporary General Education status, they will inform the department, UCC, and the Registrar. The department and the UCC will be informed if the Director decides not to grant temporary General Education status.