General Education Course Proposal Guidelines

The procedure for submitting general education course proposals differs depending on whether you want to A) make an *existing* course a Focus course or B) create a *new* Focus or Anchor course.

1. Determine the appropriate course type (Focus A, B or C; or Anchor I, II, III) for the proposal.
   - Additional information may be found on the UMKC General Education Core website (http://umkc.edu/core).
   - The course type depends on the student learning outcome that your course addresses. **See table on page 4 for details**.

2. Courses must substantively address and assess the relevant student learning outcome for inclusion in the UMKC General Education Core. Contact Nathan Lindsay (lindsayn@umkc.edu) if you have questions concerning assessment. Be prepared to answer the following questions in your proposal:
   a. How will the learning outcomes be addressed? (i.e., specify how the course meets or is related to the relevant general education learning outcome.) Please list the course-specific learning outcomes that are related to the General Education outcome for this course.
   b. How will the learning outcomes be assessed? (i.e., describe the essay, rubric, specific test questions, or other means of assessment that will be used to assess the general education learning outcome.)
   c. What is the achievement target for the students' learning outcome? (i.e., include the expected level of performance for students, and the percentage of students expected to perform at that level.)

3. Consult the General Education Curriculum Committee website (http://info.umkc.edu/GECC/information-resources) for information and resources to help you with your proposal:
   a. Review the Anchor Course Guidelines (page 5) if you are preparing an Anchor course proposal.
   b. Use the General Education Course Proposal Form (page 6) to help you gather information and prepare your proposal prior to entering information into Curriculum Navigator.
   c. Use the CN User Guide (page 8) to help you enter your new course proposal into Curriculum Navigator. Please note that all proposals must be submitted and approved in Curriculum Navigator (http://cat-edit.umkc.edu). Contact Amy Watson (watsonar@umkc.edu) for user access and assistance.

4. Request Curriculum Navigator user access from Amy Watson (watsonar@umkc.edu) so that you may enter course proposals in the curriculum management system. After user is set up in the system, the user name and password will be sent via email.

5. Log into the Curriculum Navigator (CN) Suite here: http://cat-edit.umkc.edu

6. Enter the course proposal in Curriculum Navigator based on the instructions in section A) make an *existing* course a Focus course or section (page 2) B) create a *new* Focus or Anchor course (page 3).

SECTION A) Proposal to make an existing course (one that is already in the catalog) a Focus course:

1. From the Curriculum pull-down menu at the very top of the page, select "Search Courses."

2. Ignore the pull-down menu that says "Add New Course," and fill in the Course Title or Course Code (Must be exactly as displayed in catalog, e.g., ART-HIST 110). Click "Search."

3. Find the course you are looking for from the search results and click on the course number. NOTE: Be sure to select the most recent instance of the course. In most cases, the 'End Term' listed should be 'End Term-Srvc Indicator Use'. If none of the options display this end term, select the latest end term date.

4. Scroll to the bottom of the page, where you will see "Curriculum Change Option." Choose "Modify Course-General Education Proposal."

5. Click "Apply."

6. Fill in the form based upon instructions in the CN User Guide (page 8). Make sure to check "General Education" in the Course Attribute box, and fill in the **General Education Course Details** section.

7. Click "Save." Upon 'Save' you will be taken back to the top of the page where you should see additional tabs that will allow you to upload Supporting Documents. **Note:** If you are not taken to the top of the page upon 'Save', scroll back up the form and enter any required information you may have missed (indicated by ***required**) and click 'Save' again.

8. Upload "Supporting Documents." **All new courses and all general education course proposals must have a syllabus based on the '[UMKC Syllabus Components Template](#)' included in the supporting documents tab.**

9. Submit the course proposal to the curriculum workflow based upon instructions in the CN User Guide (page 8). **NOTE:** THE isgened FIELD MUST BE CHECKED WITHIN THE WORKFLOW REQUEST TO ENSURE PROPER GEN ED WORKFLOW.

10. Send an e-mail notification of the proposal submission to the General Education Curriculum Committee Chair (currently Jerry Wyckoff; wyckoffg@umkc.edu) with a cc to your unit curriculum committee chair. Please provide the course number as well as the CN Workflow Request number.

Section B) Proposal to create a *new* Focus or Anchor course:

1. From the Curriculum pull-down menu at the very top of the page, select "Search Courses."

2. Select the New Course type from the drop down menu next to 'Add New Course': General Education

3. Click "Apply."

4. Fill in the form based upon instructions in the CN User Guide (page 8). Make sure to check "General Education" in the Course Attribute box, and fill in the **General Education Course Details** section.

5. Click "Save." Upon 'Save' you will be taken back to the top of the page where you should see additional tabs that will allow you to upload Supporting Documents. **Note:** If you are not taken to the top of the page upon 'Save', scroll back up the form and enter any required information you may have missed (indicated by ***required**) and click 'Save' again.

6. Upload "Supporting Documents." **All new courses and all general education course proposals must have a syllabus based on the '[UMKC Syllabus Components Template](#)'** **included in the supporting documents tab.**

7. Submit the course proposal to the curriculum workflow based upon instructions in the CN User Guide (page 8). **NOTE:** THE isgened FIELD MUST BE CHECKED WITHIN THE WORKFLOW REQUEST TO ENSURE PROPER GEN ED WORKFLOW.

8. Send an e-mail notification of the proposal submission to the General Education Curriculum Committee Chair (currently Jerry Wyckoff; wyckoffg@umkc.edu) with a cc to your unit curriculum committee chair. Please provide the course number as well as the CN Workflow Request number.

COURSE TYPE	LEARNING OUTCOME	LEARNING OUTCOME TEXT Students will:
FOCUS A **Arts and Humanities**	Arts and Humanities	• develop an understanding of the human condition by exploring the variety of creative works and methods in the humanities, as well as the visual and performing arts. • be able to explain the historical, cultural and social context of the humanities and fine arts. • demonstrate an understanding of the connections between the humanities and other areas of intellectual inquiry.
FOCUS B **Scientific Reasoning and Quantitative Analysis**	Scientific Reasoning and Quantitative Analysis	• apply principles and methods of science, math, statistics and logic to solve problems and draw logical inferences. • develop a level of quantitative literacy that enables them to comprehend and evaluate information in a broad range of contexts. • understand methods and principles of scientific discovery and their application to all areas of learning, including the natural and social sciences.
FOCUS C **Human Actions, Values and Ethics**	Human Actions, Values and Ethics	• analyze, interpret and/or reconstruct human events, experiences, actions and interactions. • understand principles of value and civic duty in a wide range of settings and will demonstrate an understanding of personal values and the values of others. • be able to identify ethical problems using their understanding of ethical theory and moral reasoning.
ANCHOR I **Reasoning and Values** (**ONE** of these two Learning Outcomes must be addressed)	Human Actions, Values and Ethics	• analyze, interpret and/or reconstruct human events, experiences, actions and interactions. • understand principles of value and civic duty in a wide range of settings and will demonstrate an understanding of personal values and the values of others. • be able to identify ethical problems using their understanding of ethical theory and moral reasoning.
	Scientific Reasoning and Quantitative Analysis	• apply principles and methods of science, math, statistics and logic to solve problems and draw logical inferences. • develop a level of quantitative literacy that enables them to comprehend and evaluate information in a broad range of contexts. • understand methods and principles of scientific discovery and their application to all areas of learning, including the natural and social sciences.
ANCHOR II **Culture and Diversity**	Culture and Diversity	• draw on a variety of disciplines to develop an understanding of the complexities of human cultures, past and present, and come to an informed sense of self and others. • demonstrate an awareness of a global culture that may include economic, environmental, political and social issues facing all cultures. • develop an understanding of the factors defining cultural identities.
ANCHOR III **Civic and Community Engagement**	Civic and Community Engagement	• be able to identify the problems, challenges and opportunities of an urban university. • understand their relationship to both a local and global community and the social, political and cultural issues therein. • develop an appreciation for the meaning and global impact of urbanization. • engage with the UMKC community of learners.

Anchor Course Guidelines

The General Education Curriculum Committee (GECC) adds the following guidelines to clarify the original intent of the Anchor courses within the UMKC General Education Core:

- The Anchor I/Discourse I pair should be completed by the end of the first year of study.
- The Anchor II/Discourse II pair should be completed by the end of the second year of study.
- Anchor I and Anchor II courses must be open to students from all units and majors.
- Anchor I and Anchor II courses may not be used to satisfy degree or major-specific requirements.
- Anchor III courses are upper-level courses and are required for all undergraduate degree-seeking students, including students who transfer with an Associate of Arts degree from a MO institution. Post-baccalaureate students are exempt from the Anchor III/Discourse III requirement. Anchor III courses may provide an entry point into a field of study, provided they are interdisciplinary courses (as described below) that substantively address the Civic and Community Engagement Student Learning outcome. These courses must be open to students from all units and majors.
- Anchor I, II, and III courses should not have pre-requisites beyond the previous level of Anchor and Discourse courses or co-requisites beyond the Discourse course with which they are paired. Exceptions which are necessary for the pedagogical integrity of the course must be justified by the instructors and will be reviewed on a case by case basis by the GECC.

The above guidelines have been added to the original guidelines given below:

Anchor Courses: These courses are meant to teach interdisciplinary thinking and are related to specific content areas. They are tied to Discourse courses to allow for broad cohorting of students.

- Must be interdisciplinary, meaning they cut across different recognized academic disciplines.
- Taught by instructors from different departments, who team to teach the content. Instructors should have contact with one another in the classroom, in front of the students, as part of the course plan.
- Courses should highlight different modes of thinking, exemplified for example by the team of instructors leading conversations to highlight their different disciplines.
- Paired with co-requisite Discourse I(Reasoning and Values), II(Culture and Diversity), or III (Civic and Community Engagement) courses.
- We expect that the course aligns with Discourse content at the level of the paired Discourse course (writings, readings, comprehension, oral comm.)
- Must identify an area/topic from among Reasoning and Values, Culture and Diversity, or Civic and Community Engagement.
- Must assess the related learning outcome(s).
- Anchor courses could be higher enrollment courses.
- Students **must** take Anchor III; they cannot waive it.

General Education Course Proposal Form

All course proposals must be submitted and approved in Curriculum Navigator (http://cat-edit.umkc.edu). The Curriculum Navigator user guide is located on the GECC blog: http://info.umkc.edu/GECC/information-resources. Please contact Amy Watson at watsonar@umkc.edu for user access and assistance with entering the course proposal.

Academic Unit	Click here to enter text.	**Department**	Click here to enter text.

Proposed Effective Term ☐ Fall ☐ Spring ☐ Summer

Catalog Cycle *(academic year for publishing)* Click here to enter text.

Contact Person *(for questions)*	Click here to enter text.	**Date Submitted**	Click here to enter text.

Course Information

Subject/Curricular Designation (e.g. Art)	**Catalog Number**	**Credit Hours**
Click here to enter text.	Click here to enter text.	Click here to enter text.

Course Title

Click here to enter text.

Course Description *(proposed description for catalog)*

Click here to enter text.

Prerequisites	**Co-Requisites**	**Cross Listings**
Click here to enter text.	Click here to enter text.	Click here to enter text.

Restrictions/Exclusions	**Course Equivalencies & Rationale for offering similar but separate course**
Click here to enter text.	Click here to enter text.

Semester Offered

☐ Leave Blank   ☐ Every Semester   ☐ Fall Only   ☐ Spring Only   ☐ Summer Only   ☐ On Demand

Grading Basis

☐ Graded   ☐ Credit/No Credit   ☐ Other *(Specify)* Click here to enter text.

Course Repeatable for Credit

☐ None   ☐ Once   ☐ Other *(Specify)* Click here to enter text.   ☐ Course repeatable in same term

Course Format	**Course Attributes**
☐ Lecture	☐ Cluster Course
☐ Lab	☐ Environmental Studies
☐ Clinical	☐ Family Studies
☐ Practicum	☐ Gerontology
☐ Internship	☐ Healing & Humanities
☐ Studio	☐ Honors Course
☐ Field Study	☐ Judaic Studies
☐ Independent Study	☐ Undergraduate Research
☐ Individual Lesson	☐ Service Learning
☐ Recitation/Seminar/Discussion	☐ Women's & Gender Studies
☐ Other: Click here to enter text.	☐ Writing Intensive
	☐ Other: Click here to enter text.

Course Type

☐ Degree Program Requirement   ☐ Degree Program Elective

Course Student Learning Outcomes *(Contact Nathan Lindsay, Associate Vice Provost for Assessment, for guidance: lindsayn@umkc.edu)*

Click here to enter text.

Enlarged Description of the Proposed Course *(attach a course outline and syllabus based on the UMKC Syllabus Template)*

Click here to enter text.

Provide evidence that necessary equipment, library resources, computer support, and any other support services relevant the course are available to support the new course at the undergraduate level.

Click here to enter text.

Justification: Describe how this course fits into the department and/or school program *(e.g. new focus area, link to other course additions or modifications, replace any existing courses, etc.)*

Click here to enter text.

General Education Course Type

General Education Outcomes are located here: http://www.umkc.edu/core/about/outcomes.cfm

☐ Anchor I – Reasoning & Values (SLO3 Scientific Reasoning & Quantitative Analysis	☐ Discourse I – Reasoning & Values (SLO1 Comm Skills)	☐ Focus A – Arts & Humanities (SLO4)
☐ Anchor I – Reasoning & Values (SLO7 Human Values & Ethical Reasoning)	☐ Discourse II – Culture & Diversity (SLO1 Comm Skills & SLO2 Tech Info Lit)	☐ Focus B – Scientific Reasoning & Quantitative Analysis (SLO3)
☐ Anchor II – Culture & Diversity (SLO6)	☐ Discourse III – Civic & Community Engagement (SLO1 Comm Skills & SLO2 Tech Info Lit)	☐ Focus C – Human Values & Ethical Reasoning (SLO7)
☐ Anchor III – Civic & Community Engagement (SLO8 & SLO5 Interdisciplinary Innovative Thinking)		

Anchor Course Only - Describe how the anchor course will be connected to the Discourse class:

Click here to enter text.

Anchor Course Only - Describe how the anchor course will be interdisciplinary in nature:

Click here to enter text.

Anchor Course Only - How will the anchor course instructors interact (percentage of class time shared and how) and how will team teaching be integrated?

Click here to enter text.

High Impact Experiences

☐ Service Learning   ☐ Undergraduate Research   ☐ Learning Communities   ☐ Study Abroad   ☐ Internship   ☐ Other

How will the learning outcomes be addressed? (list the course-specific learning outcomes that are related to the selected General Education outcome for this course):

Click here to enter text.

How will the learning outcomes be assessed? (i.e., describe the essay, rubric, specific test questions, or other means of assessment that will be used to assess the General Education learning outcome(s):

Click here to enter text.

What is the achievement target for the students' learning outcomes? (i.e., what is the expected level of performance for students, and what percentage of students is expected to perform at this level):

Click here to enter text.

Estimated Course Size:

Click here to enter text.

Curriculum Navigator User Guide

Curriculum Navigator is a web-based curriculum management system implemented to streamline the course approval process.

Request user access from Amy Watson (watsonar@umkc.edu).

URL: cat-edit.umkc.edu

username: Your SSO Username
password: Your default password is given to you via email. Please reset your password by clicking on 'Manage Your Account' when you login for the first time.
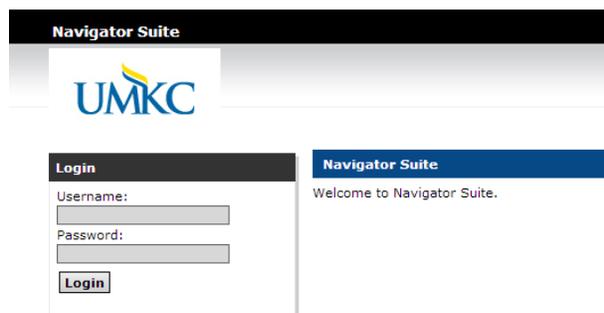
Once you are logged in you should see a curriculum tab at the top that will take you to the curriculum side of the application.

New Course Proposals:
Go to Curriculum > Search Courses
(If you do not see the 'Add New Course' link, please contact us so that your account may be updated)
Select the New Course type from the drop down menu next to 'Add New Course':
⎯ General Education
⎯ Graduate
⎯ Professional
⎯ Undergraduate

Click 'Apply' to open the appropriate course form.
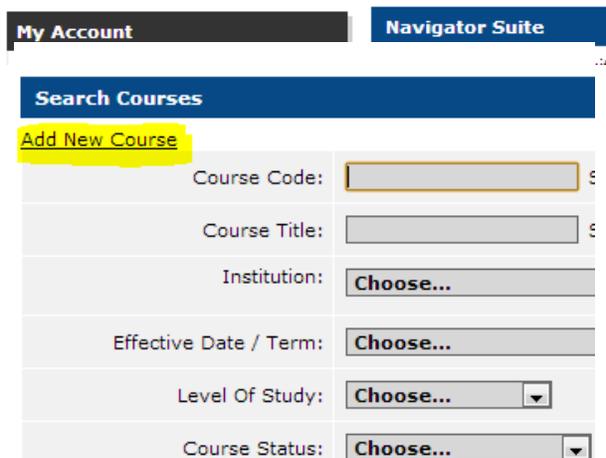
Course Modifications:

Go to Curriculum > Search Courses

To modify an existing course search for the course by course ID. If you find multiple matching results, look for the course that has an end date "End Term Srvc Indicator". This is the current version of the course, other entries with a past date end terms are versions of this course that are no longer active.

Once you pull the details for the current version of the course you'd like to modify, scroll all the way down on the details page and choose the appropriate change type from the drop down box.
⎯ Copy Course (Use for cross-listings and other similar courses; Institution Unit & Catalog Number fields may be edited)
⎯ Create New Version of Course (Institution Unit & Catalog Number are locked)

Click 'Apply' to open the appropriate course form.

Modify the necessary fields and submit the course to the workflow for approval.
Enter the information as requested on the Course Details Form - 'Proposed Version'

COURSE CATALOG INFORMATION

Institution Unit
Choose the institution unit carefully. This cannot be changed once submitted to workflow. Choose down to the subject level. If you are unsure, please review a similar course for proper designation.

Academic Level (Career)
Choose the appropriate academic level for the course.
— Undergraduate
— Graduate
— Prof-Dentistry
— Prof-Law
— Prof-Medicine
— Prof-Pharmacy

Course Catalog Number
Enter the catalog number for the course; check with the Registrar's Office for available numbers. The course catalog number must be exactly as in the published catalog for proper linking within the system. If you are unsure, please review a similar course for proper designation.

Course Title
The title of the course should be concise, descriptive and in the style of other courses offered by the department or division.

Course Catalog Description
Course descriptions should…
be entered as they are to appear in catalog publication
be limited to 100 words
be written in third person, present tense
focus on general subject matter rather than listing specific topics
not reflect placement in the curriculum
not contain programmatic information
not include prereqs, coreqs, restrictions, or term offered
avoid using language, 'this course…'

Effective Date (Start Term)
Enter effective date/start term. Official offering/publishing date will be effective with the next catalog cycle publication date.

Semester/Term Offered
Select all options that apply:
— Fall
— Spring
— Summer
— On Demand

Variable Credit Hours?
Select Yes or No to indicate variable credit

Variable Credit Range
If answered 'Yes' above, enter the range of variable credit (i.e., 1-3)

Credit Hours
If answered 'No' above, enter the number of credits

Prerequisites
Select Yes or No

Prerequisites
List all prerequisites if answered 'Yes' above.

Co-requisites
Select Yes or No

Co-requisites
List all co-requisites if answered 'Yes' above.

Cross Listings
Select Yes or No

Cross Listings
List all cross listings if answered 'Yes' above.

Restrictions
Select Yes or No

Enrollment Restrictions
List all course enrollment restrictions for this course if answered 'Yes' above.

<u>COURSE DETAILS</u>

Course Repeatable for Credit towards Degree
Repeatable for credit towards a degree indicates that students may enroll in the same course multiple times with credit towards the degree requirements. Most courses that are repeatable for degree credit are music lessons, PE activity courses, special topics, etc.'
— None
— Once
— Unlimited
— Other

'Other' Course Repeatable Description
If answered 'Other' above, specify the number of credit hours the course is repeatable for with credit towards the degree.

Course Repeatable in Same Term
Repeatable within same term indicates that students may enroll in the same course multiple times within the same semester or term with credit towards the degree requirements.
Select Yes or No

Grading Basis
Choose the appropriate grading basis for the course
— Graded
— Credit/No Credit
— Other (Professional Schools Only)

'Other' Grading Basis Justification (Professional Schools Only)
If answered 'Other' above, provide justification and description of grading basis.

Course Type
Select course type:
— Program requirement
— Program elective

Course Attributes
Select all course attributes that apply to this course. Note: cluster course, general education, and writing intensive require additional approvals.

— Applied Language Institute (ALI)
— Black Studies
— Credit by Exam
— Continuing Education
— Cluster Course*
— Executive MBA Program
— Environmental Studies
— Family Studies
— General Education*
— Gerontology
— Healing & Humanities
— Honors Course
— HSCP Program
— Internship
— Judaic Studies
— Missouri Greece Program
— Missouri London Program
— Pace Section
— Service Learning
— Supplemental Instruction
— Undergraduate Research
— VSI-High School
— Women's & Gender Studies
— Writing Intensive*

Course Format
Guidance for selection is located: http://www.umkc.edu/registrar/procedures/room-scheduling.asp (codes & definitions)
Select the appropriate course format:
— Lecture
— Lab
— Recitation/Seminar/Discussion
— Independent Study
— Individual Lesson
— Field Study
— Studio
— Internship
— Practicum
— Clinical

Student Learning Outcomes (REQUIRED for all course proposals & modifications)
List proposed student learning outcomes. (See http://www.umkc.edu/provost/academic-assessment/degrees.asp for guidance) General Education learning outcomes may be found at: http://www.umkc.edu/provost/academic-assessment/general-education.asp. NOTE: If you experience difficulties with this field, try using an alternate browser or sent SLOs to Amy Watson (watsonar@umkc.edu) for administrative entry.

Duplication-Are similar courses taught in other divisions of UMKC?
Select Yes or No

Duplication Description
If answered 'Yes' above, describe rationale for adding this particular course and the extent of discussion with the academic units offering the similar course(s).

General Education Course
— If a 'general education' course, select 'Yes' and proceed to 'General Education Course Type'.
— If not a 'general education' course, proceed to 'Save'
Additional instructions for General Education Course Proposals are located on the GECC blog:
http://info.umkc.edu/GECC/information-resources

Upon 'Save' you will be taken back to the top of the page where you should see additional tabs that will allow you to upload Supporting Documents. If you are not taken to the top of the page upon 'Save', scroll back up the form and enter any required information you may have missed (indicated by ***required**) and click 'Save' again.

All new courses and all general education course proposals must have a syllabus based on the 'UMKC Syllabus Components Template' included in the supporting documents tab.

Once you've added all the necessary information for the course, click 'save' to add the course to your working folder.

Once you are finished adding your courses, click on "Your Working Folder" link.

Select all the courses that you would like to submit and add them to the request.

On the New Workflow Request Details page, leave the RequestNumber field blank as this is assigned by the system once the request has been created.

Choose your institution from the drop down box.

Effective Date may be the current semester as this field corresponds to the EffectiveDate for the request but not the course the request includes.

Be sure to check the 'isgened' box if the course is a General Education Course Proposal. This ensures proper workflow for approvals.

Add justification for each course and click 'Create Request'.

On the following screen, you will submit the request for approval to initiate the workflow.

Workflow

After the initiator submits the request(s) to workflow, they will see the request in 'Submitted curriculum requests' and the Level 1 Reviewers and Approvers will see the request in 'Assigned curriculum requests' or 'Collaboration curriculum requests' within the 'My Curriculum' section on left side panel of screen.
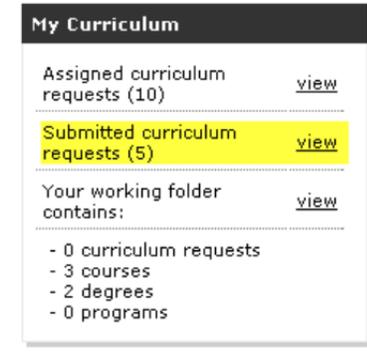
Approvers assigned for the next stage of the workflow should select 'view' next to 'Assigned curriculum requests'. Reviewers at the next stage of the workflow should select 'view' next to 'Collaboration curriculum requests'.

Select the workflow request to be reviewed.
The course(s) may be reviewed by clicking on the course code within the workflow request.

At the bottom of the screen under 'Workflow Management', enter comment *(will display in course history)* and select the workflow action (approvers only):

— Approve Request

   (The revisions made are approved and the item moves to the next stage in the workflow.)

— Relegate Request

   (*The item is relegated back to any of the previous workflow steps for further revision. Users will be able to select previous workflow steps from a drop-down menu.)*

— Deny Request

   (The request is denied and is sent back to the initiator's working folder.)

— Cancel Request

   (The request is cancelled and is sent back to the initiator's working folder. This is differentiated from the Deny function by the comments made in the Notes area and the status within the Audit History.)

Request Details

Request Items

Request History

Workflow management

When you view a Curriculum Request, you can visually see the current stage of the workflow. The stage that the course currently resides within the workflow is highlighted in blue. The other workflow stages are in green. Green either means that it has passed that workflow step or still must go through that workflow step. Workflow stages are consecutive from top to bottom.

Contacts for CN support:

Amy Watson (Undergraduate)
watsonar@umkc.edu
816-235-5623 (office)
816-769-9805 (cell)

Nancy Hoover (Graduate & Professional)
hoovern@umkc.edu
816-235-1731

Bhanu Tadinada
tadinadab@umkc.edu
816-235-1098

Additional resources will be posted on the UCC blog as available:
http://info.umkc.edu/ucc/information-resources/curriculum-navigator

Curriculum Policies, Procedures, and Forms are located on the UCC blog:
http://info.umkc.edu/ucc/information-resources/forms-procedures

General Education resources are located on the GECC blog:
http://info.umkc.edu/GECC/information-resources