

General Education Committee Quest Mentor Packet

Spring 2019

Contents:

- Responsibilities
- Timeline
- List of Courses/Mentor Pairings
- General Education Syllabus Checklist
- Sample General Education Syllabus
- General Education Workshop Power Point
 - **Note:** This will be available in pdf format on the General Education Committee FORA website, in the February agenda and via list serv email. The digital version of this document allows for the hyperlinks to be available. The full video of the workshop will also be shared.

Mentor Responsibilities:

1. Email Quest submitter

- a. Introductions
- b. Request syllabus and Quest Application (quest app provides additional background on course)

2. Review Quest syllabus

- a. General Education components/required items
- b. Note: Quest components of course/syllabus are reviewed by Quest Curriculum Committee. The GEC review is focused solely on the General Education aspect of course

3. Prepare recommendations for Quest submitter

- a. Missing items
- b. Recommendations/edits

4. Meet with submitter

- a. Discuss recommendations
- b. Review the submission process for the Approval System

5. Follow up to make sure revisions & submission have been made

6. Attend April GEC meeting to provide submitter support

February

Quest/GEC Timeline

2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 February GEC Meeting	2
3	4	5	6	7	8 Begin GEC Mentoring *Quest Committee Deadline	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 New Request Submission Deadline into Approval System	26 Dept./College Approvals	27	28		

March

Quest/GEC Timeline

2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6 Deadline for New Submissions to be Approved by College	7 Compile New Gen Ed Request Documents	8	9
10	11 Begin GEC Subcommittee(s) Review	12	13	14	15	16
17	18 Subcommittee(s) Review Comment Deadline	19 GEC Review Subcommittee(s) meet	20 Submitters Receive Comments & Respond	21	22	23
24	25	26	27 Submitter Response Deadline	28 Compile Review Comment/Response Document	29 Post New Request Documents & Comment/Response Document	30
31						

April

Quest/GEC Timeline

2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5 April GEC Meeting Decisions Entered into System	6
7	8 Required Updates for Conditionally Approved Courses	9	10	11	12 Deadline for Conditionally Approved Course Updates (2019 catalog)	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

	Course	Requested	Submitter	Contact Email	GEC Mentor
1	An Echo of the Invisible World: Exploring the Relationship between Music & Spirituality	H, N	C. Pickeral	cpickeral@arts.ufl.edu	B. Smith
2	Autobiography in American Performance and Literature	H, D, WR2	J. Dickey	jdickey@arts.ufl.edu	T. Brophy
3	Before Columbus	H, N, WR2	T. Murtha	tmurtha@ufl.edu	E. Czarnecka
4	Compassion and the Arts	H, WR2	A. Bucciarelli	abucciarelli@ufl.edu	E. Colon
5	Cultural Animals: Morality and the limits of Nature and Culture	H, WR2	J. Ahlberg, D. Purves, J. Rick	jahlberg@ufl.edu	D. Miller
6	Fairy Tales and Identity	H, N, WR4	R. Bloom	ribloom@ufl.edu	A. Reynolds
7	Humanities Disciplines through Writing	H, D, WR2	C. Kelley	ckelley@ufl.edu	A. Reynolds
8	Identity of Self From Classical Antiquity	H, N, WR2	E. Bozia	bozia@ufl.edu	B. Smith
9	Law & Violence	H, WR2	J. Adler, E. Dale, M. Deardoff, H. Vrana	edale@ufl.edu	S. Steinberg
10	Life Trail, Nature & Art	H	J. Smith, A. Vigilante	jksmith@ufl.edu	M. Gorham

Course		Requested	Submitter	Contact Email	GEC Mentor
11	Life Well Played	H, WR2	K. Bohunicky	kyle@digitalworlds.ufl.edu	L. O'Sickey
12	Lying and Deception	H, D, WR2	Y. Haddad	yah@ufl.edu	E. Butler
13	Nature, Spirituality and Popular Culture	H, N, WR2	B. Taylor	bron@ufl.edu	H. Radunovich
14	Race, Empire & Leisure in the Caribbean and United States	H, D, WR4	L. Guerra	lilian.guerra@ufl.edu	M. Jacobs
15	The Art of Identity & Health	H, N, WR2	J. Pufahl, K. Sams, H. Powell	jeffpuf@ufl.edu	A. Bacsik
16	The Idea of Happiness	H, WR2	N. Rothschild	njrothchild@ufl.edu	T. Koropecjy-Cox
17	The Literary Stewpot: Conversations and Arguments with Twentieth and Twenty-first Century Writers	H, D, WR4	D. Leavitt	dleavitt@ufl.edu	C. Craig
18	Women and Religion in Popular American Literature	H, WR2	R. Gordan	rgordan@ufl.edu	G. Lord
19	Women and Religion in Popular American Literature	H, D, WR2	T. Travis	travis@ufl.edu	J. Krigbaum

General Education Syllabus Checklist

See examples at: [UF Syllabus Policy](#)

UF Syllabus: Required Items

1. Course title, instructor's contact information including office location, telephone number, and email address; TA contact information if applicable
2. Office hours for the instructor (and TA if applicable) during which students may meet with the instructor(s)
3. Course objectives and/or goals
4. A weekly course schedule of topics and assignments
5. Methods by which students will be evaluated and their grade determined
6. A statement related to class attendance, make-up exams and other work such as:
"Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at:
<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>."
7. A statement related to accommodations for students with disabilities such as: "Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester."
8. A list of all required and recommended textbooks
9. Information on current UF grading policies for assigning grade points. This may be achieved by including a link to the web page:
<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>.
10. A statement informing students of the online course evaluation process such as: "Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>"
11. Materials and Supplies Fees, if any.

General Education Syllabus: Required Items

1. a verbatim statement of the General Education Objectives for the relevant subject area(s);
2. an explanation of how the general education objectives will be accomplished;
3. a verbatim statement of the SLOs;
4. an explanation of how each SLO will be assessed;
5. the statement "A minimum grade of C is required for general education credit."
6. a weekly course schedule (e.g., topics, assigned readings, other assignments, due dates, assessments) that includes sufficient detail for the General Education Committee to determine the appropriateness of the requested general education classification(s)

Writing Requirement Syllabus: Required Items

- Every syllabus for a course meeting the writing requirement must fully conform to the UF syllabus policy and *also* include the following exact statements:
 - "The Writing Requirement (WR) ensures students both maintain their fluency in writing and use writing as a tool to facilitate learning."
 - "Course grades have two components. To receive writing requirement credit, a student must receive a grade of C or higher and a satisfactory completion of the writing component of the course."
- The syllabus must also include the following:
 - a statement or statements indicating that the instructor will evaluate and provide feedback on all of the student's written assignments with respect to grammar, punctuation, clarity, coherence, and organization;
 - assignment word counts and submission deadlines;
 - a writing assessment rubric (sample rubric) or detailed explanation of the evaluation criteria for written documents;
 - information on, or a link to, the university's Writing Studio (www.writing.ufl.edu);
 - a required or recommended writing or style manual.
- Additionally, the syllabus must clearly show that the course meets the writing requirement to:
 - evaluate [2,000/4,000/6,000] written words in assignments during the semester (This must be done through GEC approved assignments. Full list and explanation here: Criteria for Graded Assignments)
 - provide all feedback on assignments by the end of the course.
- Inclusion of the following syllabus item is strongly encouraged:
 - recommended website(s) for writing support.

*For assistance please contact the
Office of Undergraduate Affairs
(352)846-1761
<http://undergrad.aa.ufl.edu/>*



UF

General Education

Creating Academic Approval Requests For General Education Designations

Casey Griffith
Office of Undergraduate Affairs



Topics

- General Education at UF
 - Information Homepage
 - The Approval Process
- The Academic Approval Tracking System
 - Navigating the System
 - Creating a New General Education Course Request
 - Required Items
 - Editing/Updating a Request
 - Tracking a Request
 - Q&A

The Approval Process

- Academic Approval Tracking System
- Progress and notifications
 - Levels of Approval
 - 6 steps for General Education
- Example Submission

General Education Committee Review

- Submission
 - Deadline: Wednesday following the previous GEC meeting, 5pm.
- Review Subcommittee: 3 weeks
 - Week 1: Review Subcommittee reviews submissions and meets
 - Week 2: Submitters are provided with comments and recommendations
 - Week 3: Submitters provide responses and necessary updates in the approval system
 - Week 4: GEC meeting & vote

General Education Committee Review

Things to consider during review process:

- Requesting to join a program with specific goals is different than creating a new course
- Review is done by fellow faculty
- Opportunity for response
- You are not alone

The Academic Approval Tracking System

- Navigating the system
 - [Academic Approval Tracking System](#)
- Create a new request
 - [New General Education course request](#)
 - SO MANY QUESTIONS

Required Items

General Education Syllabus Requirements

Every syllabus for a general education course must fully conform to the [UF syllabus policy](#) and *also* include the following six items:

1. a verbatim statement of the [General Education designations](#);
2. an explanation of how the general education objectives will be accomplished;
3. a verbatim statement of the [Student Learning Outcomes \(SLOs\)](#);
4. an explanation of how each SLO will be assessed;
5. the statement "A minimum grade of C is required for general education credit."
6. a weekly course schedule (e.g., topics, assigned readings, other assignments, due dates, assessments) that includes sufficient detail for the General Education Committee to determine the appropriateness of the requested general education classification(s).

[General Education Syllabus Checklist](#)

[Example](#)

The Academic Approval Tracking System

- “Reports”
 - Editing/Updating a Request

Info

Process name: Course|New/Close/Modify|Ugrad|Gen Ed
Status: Pending at PV - General Education Committee (GEC)
Submitter: Benjamin Hebblethwaite
Created: 6/26/2018 12:57 pm
Updated: 12/19/2018 10:34 am

Documents

Title	Submitter	Created	Actions
Cover sheet .pdf	Generated	12/19/2018 10:34 am	
Submitted form version 2 .pdf or view Abridged version.pdf	Benjamin Hebblethwaite	8/17/2018 2:55 pm	<input type="button" value="Edit form"/>
Jamaican Creole Reggae Rastafari Syllabus.pdf	Benjamin Hebblethwaite	11/13/2018 9:23 pm	<input type="button" value="Remove"/>

Showing 1 to 3 of 3 documents

Previous Next

<https://secure.aa.ufl.edu/Approval/reports/12801>

Tracking a Request

Process Steps

The academic approval tracking system will automatically route the request (including all accompanying forms and documents) to the following groups for approval and/or notification.

- 1 Department** (Approval is required from the Chair or other designated approver for the department that will offer the course, typically following review by the department curriculum committee.)
- 2 College** (Approval is required from the Dean or other designated approver for the college or unit in the preceding step, typically following review by the college curriculum committee.)
- 3 GEC** (Approval is required from General Education Committee.)
- 4 OUR** (Approval is required from the Office of the University Registrar.)
- 5 CAT** (The change will be entered into the undergraduate catalog, effective in the term approved for the request.)
- 6 College [N]** (The College is notified of request approval.)

Tracking a Request

- [Email Options](#)
- “Get Updates”
- Previously approved request
 - Tracking example using [FOS 2001](#)
[Man's Food](#)

Links

General Education Program website:

- <http://undergrad.aa.ufl.edu/general-education/>

General Education Committee FORA website:

- <http://fora.aa.ufl.edu/University/JointCommittees/General-Education-Committee>

General Education Request Submission:

- <https://approval.ufl.edu/start-new-request/add-modify-or-remove-a-gen-ed-designation/>

Syllabus Policy:

- <http://syllabus.ufl.edu/syllabus-policy/>

GE Subject Area Objectives:

- <http://undergrad.aa.ufl.edu/general-education/gen-ed-program/subject-area-objectives/>

GE Student Learning Outcomes (SLOs):

- <http://undergrad.aa.ufl.edu/general-education/gen-ed-courses/structure-of-gen-ed-courses/slos-and-performance-indicators/student-learning-outcomes/>

GE Performance Outcomes:

- <http://undergrad.aa.ufl.edu/general-education/gen-ed-courses/structure-of-gen-ed-courses/slos-and-performance-indicators/performance-indicators/>