Approval Timeline and Process for General Education Courses Intended for the Fall 2011 Course Catalog and Schedule:

Courses intended for the fall 2011 schedule should reach the office of Undergraduate Education by September 15, 2010, in order to ensure Senate approval prior to the beginning of fall 2011 schedule building. Please plan accordingly.

1. For courses that were evaluated and approved by a General Education Vetting team during the 2009-10 academic year, one of the following procedures applies:
    a. A NEW course that has already been approved by Gen Ed vetting teams in the past but does not yet have a permanent course number must be submitted to UG Council and Senate for approval as a new course. This is true whether the course has been taught as a pilot (e.g., A&S 100, USP 1XX, etc…) already or not.   The course does not need to be reviewed again by the Gen Ed vetting teams.
    b. An existing course that has been vetted and approved by the appropriate Gen Ed vetting team that also is changed in any way that can be considered a MAJOR change must still be submitted to UG Council for the usual course approval process before it can be permanently included in the General Education curriculum, but does not need to be reviewed again by the vetting team. For example, changing the course format from lecture-only to lecture with a recitation or lecture and a lab is considered a major course change.

2. For courses that have not been evaluated by a General Education vetting team, the following procedure applies:
    a. If an existing course is being proposed for General Education and needs no change, or only a minor change, as defined by Senate guidelines, then after the proposal is approved by the College, it is sent directly to the Office of Undergraduate Education for submission to the vetting team.   Minor change requests are sent to the Chair of the Senate Council. If the course change cannot be considered minor, then a Major Course Change request must be submitted to the Undergraduate Council with the proposal. For example, changing the course format from lecture-only to lecture with a recitation or lecture and a lab is considered a major course change.
    b. A new course intended for Gen Ed must pass through the usual college course approval process, sent to the Office of UG Education for submission to UG Council and the appropriate Gen Ed vetting team.

PROCESS SUMMARY:

New courses and those requiring Major Course Changes:
1. Approved by department
2. Approved by College faculty committee (e.g. A&S Educational Policy Committee)
3. Documents submitted to Office of Undergraduate Education for simultaneous submission to Undergraduate Council and Gen Ed vetting team
4. Approved by Undergraduate Council and vetting team
5. "ten-day web transmittal for Senate Council and Senate approval" (in parallel)

6. Registrar officially registers course

Existing course with no or minor course changes:
1. Approved by department
2. Approved by College Faculty
3. Documents sent to Office of UG Education for assignment to Vetting Team and to Senate Council for approval of Minor Course Change
4. Approved by vetting teams
5. "ten-day web transmittal for Senate Council and Senate approval" (in parallel)
6. Registrar officially registers course

DOCUMENTS REQUIRED FOR NEW COURSES OR MAJOR/MINOR COURSE CHANGES:

1. General Education course approval form http://www.uky.edu/Faculty/Senate/forms.htm
2. Complete syllabus of proposed course, conforming to Senate Syllabi Guidelines, and including learning outcomes from appropriate course template.
3. Senate Syllabi Guidelines: Please print form and ensure that all required boxes are checked. http://www.uky.edu/Faculty/Senate/forms.htm
4. Complete New Course Form or Course Change Form (Major or Minor Changes) as needed, also found at Faculty Senate website in (3) above.
5. A narrative (approximately 2-3 pages) including :
   a. how the course addresses the learning outcomes of one of the four areas of General Education

   b. how the course addresses the learning outcomes identified in the appropriate course template

   c. evidence of active engagement of students in the course

   d. general description of the type of assignment(s) that can be extracted from the course for assessment of the General Education program.