

SUBMITTING DISTRIBUTION CATEGORY COURSE MATERIALS TO GECCo & ARC SPRING 2017

- Distribution Categories:
 - Culture and Creativity (Rep: Bonnie Blake)
 - Values and Ethics (Rep: Lisa Cassidy)
 - Systems, Sustainability and Society (Rep: Eric Karlin)

The Course Objectives and Student Learning Outcomes for the Distribution categories are outlined on the ARC website under Reports and Documents:

<https://www.ramapo.edu/fa/files/2013/10/GEN-ED-Distribution-Categories-OBJECTIVES-AND-OUTCOMES.pdf>

- Additional information regarding the New General Education Program can be found on the Provost's website under Curriculum and Assessment (www.ramapo.edu/provost/ce-resources). Under the General Education Curriculum button, in the New Curriculum section, is a **Criteria for General Education Courses** document:
(<http://www.ramapo.edu/provost/files/2013/04/FAEC-and-DC-Agreement-5-11-16-1.docx>)
- In addition, the original General Education Task Force II report can be viewed at:
http://www.ramapo.edu/provost/files/2013/04/REVISED-PROGRAM-2-GE_Task_Force_Report-Nov-19-2015.pdf

2. Required Materials for Gen-Ed Course Submission

- Completed ARC form, with relevant signatures
 - Any new course or course revision requires an ARC form, even if that course is for the new Gen-Ed program and will be submitted to GECCo first.
 - The 2016 ARC Form contains a box to indicate whether the course is to be part of the new Gen-Ed program and to state the category.
 - For administration/paperwork purposes, please fill in the left hand side of the ARC form for 'new' courses, even if you are modifying a current Gen-Ed course for the new Gen-Ed curriculum.
- Course syllabi:
 - GECCo requires syllabi to include GE objectives, outcomes and a matrix (or bullet points) showing how course assignments would meet objectives and outcomes.
 - GECCo has created *category-specific checklists* that will aid in the

preparation of the syllabi. These can be viewed on the ARC website under 'Reports and Documents' and also at the following link:

<https://www.ramapo.edu/fa/files/2013/10/GECCo-Distribution-Category-Checklist.pdf>

- A cover letter:
 - Provide a brief rationale for why the course meets the criteria of a Gen Ed course (course objectives, outcomes and course content) and how the course will reflect the conceptual framework, objectives, outcomes of the Gen Ed curriculum.
- As per usual, both hard copies and electronic versions of the above materials are required

3. Procedure

- Course materials for the three Distribution Categories courses should be submitted directly to the appropriate GECCo Rep by April 1st.
- Upon submission of the course materials, GECCo will review the General-Education component of the course.
- Once accepted, the GECCo chair will sign off on it and then forward the materials directly to ARC for complete review.

Academic Review Committee
2016-2017