Checklist for Liberal Studies Electives Course Proposals

1. _____ Review the Criteria for a Liberal Studies Elective – note how the competencies are to be handled.

2. _____ Follow the 2012 Undergraduate Curriculum Handbook for new (p. 20-27) or revised courses (p. 15-19).

3. _____Use the new Curriculum Proposal Cover Sheet (interactive PDF or word document - available at http://www.iup.edu/senate/uwucc/default.aspx).

4. _____ Course Outcomes and Assessment (Section II, The Syllabus of Record - p. 23 and 85 in UWUCC Handbook) map to the three required Liberal Studies Electives Expected Undergraduate Student Learning Outcomes (EUSLOs): Informed Learners (I), Empowered Learners (II), and Responsible (III) Learners.

5. _____ Course content – meets the required course content for a Liberal Studies Elective. While the course outline may not explicitly state the items in the required content, it needs to be clear that the content of the course attempts to address these required elements.

6. _____ Competencies - All Liberal Studies Electives must meet the EUSLOs and required course content from at least ONE of the following SIX competencies: Global Citizenship; Information Literacy; Oral Communication; Quantitative Reasoning; Scientific Literacy; and Technological Literacy. Note: a course may meet more than one competency.

7. _____ Proposal includes the assignment instructions for one of the major course assignments and a grading rubric or grading criteria for that assignment (p. 33 UWUCC Handbook).

8. _____ Proposal includes the answers to the four Liberal Studies questions (p. 91 UWUCC Handbook).

9. _____ Proposal meets the spirit of Liberal Studies (p. 30 UWUCC Handbook).

If this is a course revision (p. 18 UWUCC Handbook)

10. _____ Summary of the proposed revisions.

11. _____ Justification/rationale for the revision – be sure to include any departmental discussions of the overall offerings of their Liberal Studies Courses and why this course is included in those offerings.

12. _____ The old syllabus of record.

13. _____ Review Liberal Studies course approval checklist (p. 90 UWUCC Handbook).