

June 7, 2021

When submitting General Education Distribution or Diversity proposals:

1. Early in your syllabus, ideally after the opening course description, please insert the main paragraph (or paragraphs) from the Supplemental Information rationale for your Diversity or Distribution area. Please write a subhead above the insertion, such as "U. S. Diversity Requirement" or "Humanities Distribution Requirement," and begin the inserted paragraph by stating, "This course satisfies the ___ General Education requirement." If your course is proposed for both Diversity and Distribution, please include separate insertions, subheads and statements for each.
2. In a Distribution proposal, within the syllabus paragraph that you have taken from the rationale, please state which General Education capabilities are taught in the course.
3. Please include actual course assignments in your proposal. For a Diversity proposal, please explain in the rationale how the separate assignments address the Diversity dimensions of the course. For a Distribution proposal, please explain what General Education capabilities are fulfilled by the assignments.
4. For Distribution courses, please state whether the course provides an assignment suitable for a Writing Proficiency Requirement portfolio essay (minimally, a three-page analytic essay that engages at least one source of information.) If the course does not provide such an assignment, please state, "This course does not provide an assignment suitable for a Writing Proficiency Requirement portfolio."
5. The Faculty Council requires World Cultures Distribution courses to name the elements of World Culture covered in a proposed course in the WISER and syllabus course descriptions. Likewise, the Council requires dimensions of Diversity covered in a course proposed to satisfy the Diversity requirement to be named in its WISER and syllabus course descriptions. If the World Cultures Distribution or Diversity status is proposed for an existing course, any changes in course description will require governance action by the Department (or Departments, for cross-listed courses) and the College (or Colleges) before the Faculty Council review. Please allow sufficient time for these reviews.

Please do not hesitate to contact me to discuss any of this.

Sincerely,

Neal Bruss
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Chair, Faculty Council General Education Committee