

Undergraduate Studies

Revised 1/6/05

DATE: November 19, 2004

TO: Eri Yasuhara, Dean
College of Arts and Letters

Karen Bowerman, Dean
College of Business and Public Administration

Patricia Arlin, Dean
College of Education

Robert Carlson, Dean
College of Natural Sciences

John A. Conley, Dean
College of Social and Behavioral Sciences

FALL 2004 INSTRUCTORS OF:

ANTH 325, CJUS 451, COMM 120, COM 180, COMM 304,
COMM 401, EDUC 306, ENG 101, ENG 160, ENG 306, ENG 314,
HON 103, HUM 325, HUM 335, HUM 350, HUM 375,
KINE 101, KINE 114, KINE 120, KINE 121, KINE 137, KINE 149,
KINE 150, KINE 205, MATH 180, MGMT 306, NSCI 306,
NSCI 325, PHIL 101, PHIL 105, PHIL 200, PHIL 367, PSYC 105,
PSYC 115, SOC 110, SOC 180, SSCI 306, SSCI 316, SSCI 325

MOST RECENT INSTRUCTORS OF:

ANTH 333, ECON 352, HUM 306, HUM 370, HUM 380, HUM 460,
KINE 147, MUS 308, MUS 350, NSCI 110, SSCI 350, PA 305,
PHIL 364, TA 462, TA 463

DEPARTMENT CHAIRS:

Juan Delgado, Communication Studies
Rong Chen, English
Margaret Perry, World Languages & Literature
Leo Connolly, Liberal Studies
Robert Dunham, Music
Tony Roy, Philosophy
Kathryn Ervin, Theatre Arts
Terry Rizzo, Kinesiology
Joanna Worthley, Psychology
Pat McInturff, Management
Peter Williams, Math
David Bellis, Public Administration
Randi Miller, Sociology
Russell Barber, Anthropology
Larry Gaines, Criminal Justice
Nancy Rose, Economics

NOT SUBMITTED FOR REVIEW IN PRIOR CYCLE

ENG 160, HUM 180, FREN 102, FREN 200, FREN 201,
FREN 202, GER 212, JAPN 102, TA 160, TA 212, TA 260

FROM: University General Education Committee

RE: Review of Basic Skills (Category A), Lifelong Understanding (Category E), Upper-division Writing Requirement (Category F), Multicultural/Gender Requirement (Category G), and specific Humanities Breadth Area courses not evaluated in the previous review (specified immediately below)

During the current academic year, the General Education Committee is mandated to evaluate G.E. curriculum categories A, E, F, and G, in addition to the following Humanities courses not evaluated in the previous review: HUM 180, TA 260, ENG 160, TA 160, TA 212, FREN 102, FREN 200, FREN 201, FREN 202, GER 212, JAPN 102.

The Committee's charge focuses on reviewing the content, consistency, quality, and coherence of the courses within these categories, with special emphasis on consistency among sections in courses offered in a multiple section format. The Committee is especially concerned that instruction in each course satisfy the applicable General Education criteria, including wherever appropriate the reinforcement of basic skills and inclusion of an appropriate multicultural/gender balance in the material presented. The Committee interprets its charge to include facilitating a comprehensive faculty and department-based review of courses in the categories referenced above (and the additional courses referenced previously).

This review uses a *snapshot* approach in which all sections of all courses listed above that were taught in the fall quarter, 2004 will be analyzed. Thus, this survey is addressed to all **Fall 2004** instructors of these courses. Where courses were not taught in the fall quarter, the appropriate department Chair or College Dean is requested to forward the material to the instructor(s) of the course the last quarter it was offered (i.e., in the winter or spring, 2004, or earlier as relevant).

Departments should note that in accordance with Faculty Senate policy enacted in December 1995, courses for which review materials are not submitted are subject to decertification and removal from the General Education curriculum. Accordingly, in order to ensure retention of courses in G.E., it will be necessary for each instructor to return the completed questionnaire and other materials requested below within the following deadlines:

1. NO LATER THAN DECEMBER 3, 2004:

Instructors of all sections are asked to complete the attached questionnaire. This questionnaire is based on the original form for justifying each General Education course. The questionnaire asks instructors to explain how their course sections continue to meet the established objectives for courses in this category and to comment on the objectives themselves.

Instructors of all course sections are requested to assemble a portfolio of information on the course and forward this portfolio to the department chair no later than **December 3, 2004**. This portfolio shall include: (1) the completed/course questionnaire, (2) copies of midterm(s) and final examinations, (3) the course syllabus, and (4) hand-outs, assignment sheets, lab manuals, and other appropriate course materials. However, if an instructor teaches more than one section of a specific course, only one course portfolio should be prepared by that instructor for all sections of the course taught by that person.

Department Chairs are responsible for ensuring that all appropriate instructors have received this memorandum, for seeing that each instructor understands what is expected of her or him in the review process, for seeing that all section portfolios for each course are collected in the department office by **December 3, 2004**, and for seeing that each section portfolio is complete. To ensure that all materials are collected and turned in to Undergraduate Studies, we have provided a spreadsheet listing each course and instructor. Department Chairs (or Deans for sections 306 and capstone courses) are asked to ensure that part-time instructors who will not be returning in the winter quarter, 2005, complete the questionnaire.

2. NO LATER THAN ~~JANUARY 17, 2005~~ JANUARY 19, 2005:

Department faculty are asked to review the section portfolios for each General Education course listed above taught by the department, and to discuss in a department meeting the consistency, quality, and coherence of each course, with special emphasis on consistency among sections. Department chairs are asked to prepare a summary of the departmental reviews, addressing each of the questions on the questionnaire and (if the course is offered in multi-section format) evaluating consistency among course sections in responding to each of the questions. The section portfolios and the departmental (or college) summary reviews are to be returned to the General Education Committee c/o the Office of Undergraduate Studies no later than ~~January 17, 2005~~. **January 19, 2005.**

- 3.** The General Education Committee will review instructor portfolios and department reviews, paying particular attention to whether courses meet applicable criteria and to consistency in meeting objectives by different sections of the same course and courses from different departments in the same General Education category. The Committee will report back to the Colleges and departments and to the Faculty Senate by the end of the first meeting of the faculty in fall 2005.

Questions regarding these instructions and/or the review process should be directed to Steve Kinzey, G.E. Committee Chair, Department of Kinesiology, ext. 5360.

Attachments:

General Education Questionnaire
Statement of Goals & Criteria: Basic Skills Category; Lifelong Understanding Category; Upper Division Writing Requirement; Multicultural/Gender Requirement; Humanities Breadth Area; Social & Behavioral Sciences Breadth Area; Integrative Capstone Courses

cc: General Education Committee
Jenny Zorn, Academic Affairs
Sandra Kamusikiri, Graduate Studies
Peter Robertshaw, Anthropology
Karen Eastman, Arts & Letters
Sharon Luchie, Faculty Senate
Dwan Ford, Academic Programs
Jenna Aguirre, College of Social and Behavioral Sciences
Tina Valencia, Undergraduate Studies

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
Office of the Dean of Undergraduate Studies

GENERAL EDUCATION COMMITTEE
QUESTIONNAIRE

Name of Person Completing Form:

Course Department, Number & Title:

G.E. Requirement this course fulfills:

*Please submit your TYPED answers as part of the complete course portfolio to your department office **by December 3, 2004** (Note: Part-time instructors who are not returning in the winter quarter should submit their materials by the end of the Fall quarter, 2004).*

1. If any of the following course requirements are not explained to students in your syllabus, please provide this information here:
 - a) Texts required
 - b) Course objectives
 - c) Course topics listed by week of instruction
 - d) Amount and types of work required in course and how assignments are assessed
 - e) How course grade is computed
 - f) Office hours and availability for advising
2. Describe how this course meets the goals of its category (Critical Thinking, Lifelong Understanding, etc.) as well as the particular criteria for the specific section in which this course is qualified. Highlight particular features or aspects of the course that are especially effective in meeting the goals and criteria that apply to the course. In addition, describe how the course reinforces the basic skills of critical thinking, written communication, oral communication, and mathematics (as appropriate). NOTE: The document, "Objectives and Criteria for Courses Meeting General Education Requirements," is available for reference in College and Department offices, both in printed form and on disk as a Word document.
3. Which aspects of the goals and criteria applying to this course are not covered in depth? Briefly explain why those items are not emphasized.
4. Please critically evaluate the statement of goals and criteria that apply to the course. If you feel that modifications in the existing criteria, content, and/or competencies are needed, please suggest appropriate changes and discuss the reasons why the changes are needed.