

Undergraduate Studies

DATE: December 4, 2003

TO: Eri F. Yasuhara, Dean
College of Arts and Letters

John Conley, Dean
Social & Behavioral Sciences

DEPARTMENT CHAIRS:

Dr. Sant Khalsa, Art
Dr. Risa E. Dickson, Communication Studies
Dr. Rong Chen, English
Dr. Mirta A. Gonzalez, World Languages & Literature
Dr. Leo Connolley, Liberal Studies
Dr. Rob Dunham, Music
Dr. Tony Roy, Philosophy
Dr. Margaret Perry, Theatre Arts
Dr. Jeffrey D. Hackel, Geography

FALL 2003 INSTRUCTORS OF:

ART 200, HUM 180, MUS 180
ENG 110, 111, 170
ARAB 150
TA 160, 212, 260
FLAN 102, FLAN 150
FREN 102, 150, 200, 201, 202, 290
GER 150, 214, 290
JAPN 150
SPAN 102, 150, 155, 212, 213, 214, 290
PHIL 190, 191, 192, 193, 194
HUM 319, 325, 330, 335, 340, 375

MOST RECENT INSTRUCTORS OF:

ENG 160, ARAB 102, ARAB 214, ARAB 290,
GER 102, GER 212, GER 216, JAPN 102, JAPN 290,
MAND 102, MAND 150, HUM 344, HUM 350,
HUM 370, HUM 380, HUM 385, GEOG 100, SSCI 316,
SSCI 345, SSCI 165, WSTD 100, WSTD 200

FROM: University General Education Committee

RE: Review of Humanities Breadth Area (Category C), and specific Social and Behavioral Sciences 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 category C, in addition to the following Social and Behavioral Sciences courses not evaluated in the previous review: GEOG 100, SSCI 316, SSCI 345, SSCI 165, WSTD 100, WSTD 200.

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 Category C (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, 2003 will be analyzed. Thus, this survey is addressed to all **Fall 2003** 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, 2002, 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 JANUARY 23, 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 January 23, 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 **January 23, 2004**, and for seeing that each section portfolio is complete. Department Chairs are asked to ensure that part-time instructors who will not be returning in the winter quarter, 2003, complete the questionnaire. In the case of SSCI courses, the Dean of the College of Social and Behavioral Sciences is requested to ensure that all appropriate instructors received this memorandum, to collect the section portfolios, and to ensure that the portfolios are complete.

2. NO LATER THAN FEBRUARY 13, 2004:

Department faculty are asked to review the section portfolios for each General Education course in Category C (or the Social and Behavioral Sciences courses as relevant) 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 **February 13, 2004**.

In the case of SSCI courses, the Dean of the College of Social and Behavioral Sciences is requested to ensure that the course portfolios are reviewed by the department chairs; that the courses are discussed at a Chair's meeting, and that a summary of each review is prepared.

3. NO LATER THAN MARCH 1, 2004

The College of Arts and Letters is requested to conduct a review of their capstone courses, and to forward a report of their findings to the G.E. Committee. Over the current five-year cycle, the G.E. Committee is assessing capstones to see whether the present problems regarding development of higher-order learning skills are being addressed. Therefore, the report should explain what actions are being taken to incorporate exercises that develop higher-order thinking skills in their capstone courses. As discussed in the AY 1995-96 G.E. Revision Report, this should include consideration of allocating greater resources to capstones, such as assigned time for faculty and/or student assistants for courses. The Dean of the College of Arts and Letters is requested to ensure that this matter is addressed at a Chair's meeting and/or College Curriculum Committee meeting, and to insure that the process is completed. The report should be forwarded to the G.E. Committee by **March 1, 2004**.

4. 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 College and departments and to the Faculty Senate by the end of this academic year.

Questions regarding these instructions and/or the review process should be directed to C.E. Tapie Rohm Jr., G.E. Committee Chair, Department of Information and Decision Sciences, ext. 5786.

File: Chron

US03-210

Attachments:

General Education Questionnaire
Statement of Goals & Criteria: Humanities Breadth Area; Social & Behavioral Sciences Breadth Area;
Integrative Capstone courses; Multicultural/Gender

cc: General Education Committee
Jerry Pritchard, Academic Affairs
Sandra Kamusikiri, Graduate Studies
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 January 23, 2004** (Note: Part-time instructors who are not returning in the winter quarter should submit their materials by the end of the Fall quarter, 2003).*

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.