GEC MEMBER RESOURCE GUIDE

2022-2023

Why Curriculum Matters

Curriculum is at the heart of what we do at Kennesaw State University, involving the design, development, and evaluation of the academic degree programs for our students. The primary responsibility for the content and quality of curriculum resides with the faculty whose various levels of review help create, evaluate, and enrich our curriculum, increasing learning opportunities for students and enhancing the mission of Kennesaw State University.

GEC Structural Overview

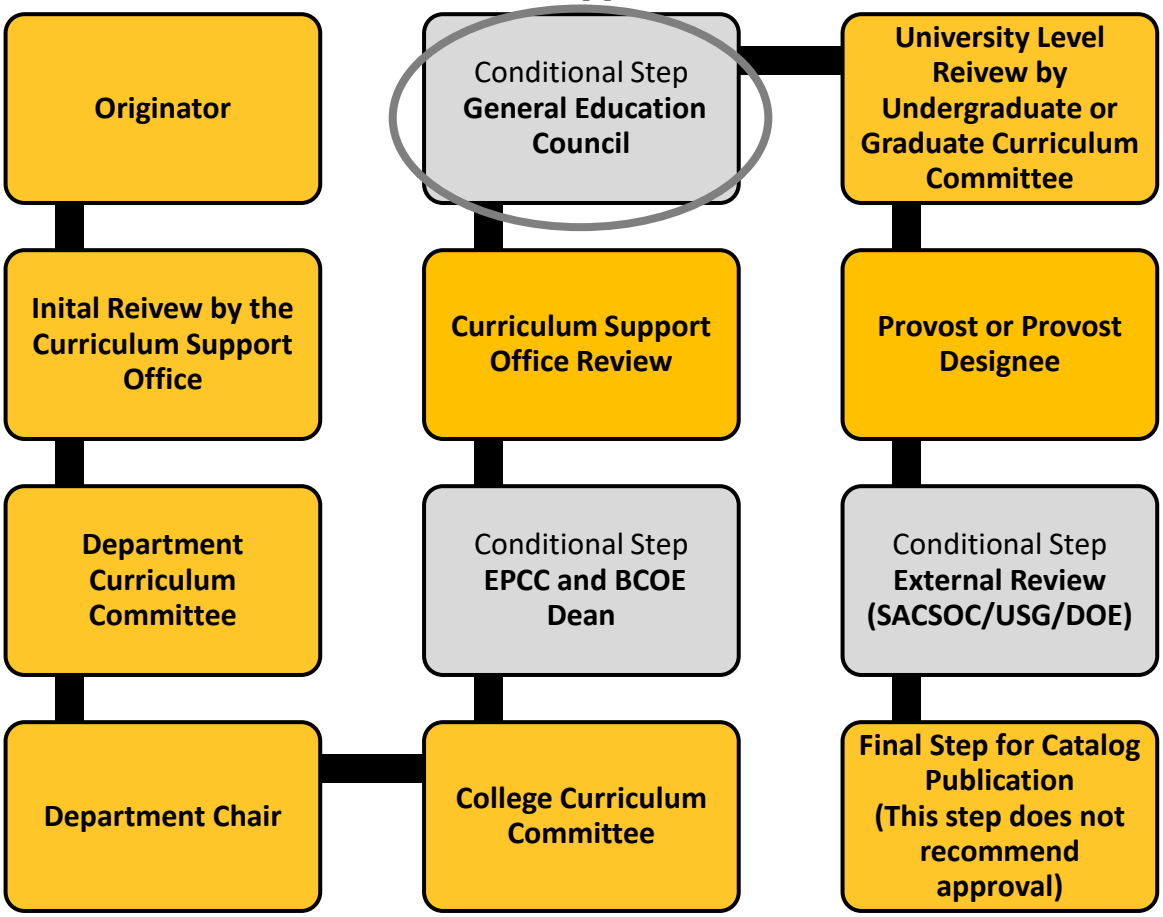
The purpose of the General Education Council, listed the University Handbook Section 3.1.2, notes that the "he GEC is a faculty-driven, student-focused council. The primary goals of the GEC are to (1) develop and maintain a unified, integrated, and effective general education program; (2) ensure alignment with BoR policies, as well as KSU policies and mission; (3) identify and align the learning outcomes of core curriculum courses; (4) determine whether courses fit into the core curriculum; (5) communicate with administration, faculty, and staff regarding core curriculum and general education; and (6) serve as a resource to the KSU community. The council is advisory to the Faculty Senate and the Associate Vice President for Curriculum in the Office of the Provost and Senior Vice President for Academic Affairs."

The General Education Council Executive meetings will occur on the 3d Tuesday of the month from 12:30-1:45pm. The General Education Executive Council 1st Tuesday of the month from 12:30-1:30pm (unless noted in the schedule). A current schedule can be found on the Curriculum Committee's Master Calendar on the homepage of the Curriculum, Instruction, and Assessment website on the GEC website.

Membership of the General Education Council
The council is chaired by the Faculty Executive Director of General Education and Curriculum Development. Membership is limited to full-time faculty. Members may have administrative duties in their department or college at or below a director level.
1. Voting Members: A voting executive committee membership is comprised of one representative per undergraduate-serving college. Executive committee members will be expected to ensure attendance and participation in the committee. 2. Non-Voting Members: A non-voting advisory membership is comprised of one representative per department teaching general education courses. Members of the advisory group advise their college executive committee representative. Colleges are encouraged to have their own meetings between advisory members and the executive committee representative to ensure appropriate communication between the GEC and administrators, faculty, and staff in the college. 3. Non-Voting Advisory Members to the Executive Committee a. Faculty Executive Director of General Education and Curriculum Development b. Associate Vice Present for Curriculum or designee c. Curriculum Support Office representative(s)

d. Student Government Associate representative
e. Chairs' and Directors' Assembly representative
f. Advising representative
g. Office of the Registrar representative
h. Assessment Office representative

Visualization of the Curriculum Approval Process



Understanding the Curriculum Process

To ensure curriculum quality and integrity there are multiple stages of review that must occur. All curriculum, new and changed, must go through Kennesaw State University's review process, and certain items must also go through additional levels of review and approval. **Changing, adding, or removing a course in the General Education Core Curriculum, requires review and approval by the University System of Georgia General Education Council.**

Where to Find Curriculum Proposals

Kennesaw State University uses an online curriculum management system called Curriculog for the management of curriculum proposals. Curriculog is designed for faculty and administrators who are involved in adding, modifying, terminating, or deactivating curriculum proposals for courses, minors, certificates, and degree programs. Login to Curriculog using your KSU ID with @kennesaw.edu and KSU password.

Purpose and Function of Curriculog

The curriculum management process is entirely online, including the completion of the curriculum proposals, the curriculum meetings (if desired) and agendas, and the review and approval by electronic signature of the curriculum committees and administrators.

Functions of Curriculog
Curriculog provides the correct routing for curriculum proposals
Curriculog ensures that all required fields for course and program proposals are completed
Curriculog provides a repository for curriculum changes
Curriculog allows for curriculum agendas and committee voting online

Who Regulates KSU's Core Curriculum?

There are a variety of policies and regulations that regulate curriculum at Kennesaw State University as well the University System of Georgia Board of Regents (USG). As an institution within the University System of Georgia, Kennesaw State University's undergraduate programs are required to adhere to the requirements set forth in the USG's Academic & Student Affairs Handbook. Additionally, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), our institutional accreditor, includes guidelines on curriculum. KSU can interpret and build on USG and SACSCOC rules but cannot contradict or violate them.

The Current Core Curriculum at Kennesaw State University

The current Core Curriculum is composed of five areas, A-E as indicated in the chart below. General Education is the foundation of skills and knowledge that prepare students for success in their majors and as well as in their personal and professional lives after graduation.

Current Core Curriculum at Kennesaw State University
Area A: Essential Skills A1- Communication (6 credit hours) A2- Quantitative Reasoning (3 to 4 credit hours)
Area B: Institutional Options B1- Critical Thinking (2 credit hours) B2- Critical Thinking (3 credit hours)
Area C: Humanities, Fine Arts, and Ethics C1- Humanities (3 credit hours) C2- Fine Arts (3 credit hours)

Current Core Curriculum at Kennesaw State University
Area D: Science, Mathematics, & Technology D1- Applied Math (3 to 4 credit hours) D2- Natural Sciences (7 to 8 credit hours)
Area E: Social Sciences E1- U.S. Government (3 credit hours) E2- U.S. History (3 credit hours) E3- World History (3 credit hours) E4- Social Sciences (3 credit hours)

USG Policies Governing the Core Curriculum

The University System of Georgia Board of Regents regulates the use of courses in the core curriculum in order to ensure transferability. Selected regulations are noted in the chart below and the complete version list of policies are in the Board of Regents of the University System of Georgia Academic & Student Affairs Handbook section 2.4.

University System of Georgia Core Curriculum Regulations
The USG denotes required learning goals, but each institution must develop their own learning outcomes must be approved by the University System of Georgia Council on General Education.
The USG requires that every institution have a core curriculum of 42 semester hours.
The USG requires that all institutions use common course prefixes, numbers, and descriptions for specified courses.
The USG requires that all courses in Areas A–E must be taught at the collegiate level and be broadly focused. These courses must clearly address the General Education learning outcomes of the institution.

Area F is also considered part of General Education. Although Area F is owned by the programs, it must follow certain University System of Georgia requirements as noted in the chart below.

Area F Requirements
Area F must total 18 hours.
Area F must be composed exclusively of 1000 and 2000 level courses.
These courses may be prerequisites for other Area F courses and/or for major courses at higher levels. Some programs have Area F requirements set for them by the USG.

The USG has rules about how programs may interact with Area A-F courses. Some of the most relevant rules for programs are in the chart below and the complete list of policies are included in the University System of Georgia Academic & Student Affairs Handbook section 2.4.2.

Policies Governing A-F Courses
Every institution must offer a path to completing all Area A–E requirements composed exclusively of 1000 and 2000 level courses.
No course in Area A–E may be a prerequisite for any course outside Areas A–E. No course in one area (A–E) may be a prerequisite for any course in any other area (A–E). There are USG approved exceptions for students in Nursing, Science, Technology, Math, and Engineering programs. If one course is required in order to complete an Area, that course may be a prerequisite for a course in another Area or for a course outside of Area A–E. For example, ENGL 1101 is a required course and can be a pre-requisite for ENGL 1102 or for any other course.
Physical education activity/basic health requirements may not be placed in Areas A–F.
Orientation courses may not be placed in Areas A–F.
Courses with a primary emphasis on studio, performance, field study, or internship may not be placed in Areas A–E.
Institutions may not permit the completion of any course to fulfill requirements in more than one Area of A–F. Where the same course is authorized in more than one of Area A–F, the student completing the course to meet the requirements of one area must take another course in the second area to meet the requirements of the second area. For example, a student completing MATH 1113 Precalculus in Area A2 cannot also use that course to satisfy Area D1.

This is not an exhaustive list of rules and requirements. The entire list is available in the University System of Georgia Academic & Student Affairs Handbook section 2.4

Core Curriculum Requirements for Specific Programs

Majors in Science, Engineering, and Health programs must follow specific requirements to complete the Core Curriculum Areas A-E. To see if a program is classified as a Health, Science, or Engineering program, consult the Core Curriculum Program Categorization in the Appendix of the Curriculum Guide.

Program Categorization	Exemption Type
Science Programs Defined as Mathematics, physics, chemistry, biology, engineering technology, architecture, computer science, geology, geography (B.S.), forestry, pharmacy, physical therapy, secondary science, or mathematics education	**Must** require pre-calculus (MATH 1113) in A2. **Must** require two four-hour laboratory science courses in Area D, and may not require that students take a particular science in Area D. **Must** require a higher math course than MATH 1113 in Area D.
Agricultural Science and Environmental Science Programs	**May** require pre-calculus (MATH 1113) in Area A2.
Engineering Programs	**Must** require a Calculus I (MATH 1190) in A2 and must require Calculus II (MATH 2202) in

Program Categorization	Exemption Type
	Area D1. **Must** require two four-hour laboratory science courses in Area D, and may not require that students take a particular science in Area D.
Health Profession Programs	**Must** fulfill the Area D science requirement with a two-semester laboratory sequence in either physics, chemistry, or biology. The only biology courses that may be used to fulfill this requirement are "Introductory Biology" (BIOL 1107/L) and "Principles of Biology" (BIOL 1108/L). The "Survey of Chemistry" sequence (CHEM 1151 and CHEM 1152) has been designed for the Area D health professions track. Health professions majors have the option of taking the "Survey of Chemistry" sequence **or** the sequence appropriate for science majors, but they **may not** fulfill their Area D requirements with chemistry courses designed for non-science majors.

General Education Learning Outcomes

The General Education program has ten learning outcomes for students engage with over the course of their core curriculum. The Core Curriculum Areas A-E is where the ten General Education learning outcomes are introduced in designated courses. The outcomes can be found in the Kennesaw State University Catalog.

KSU General Education Course Syllabus Common Language

The KSU Faculty Senate has approved the following language for inclusion in all syllabi for courses satisfying the KSU General Education requirement. Faculty teaching General Education courses are asked to copy and paste the below paragraph and insert it into their syllabi.

"Syllabus Language for General Education program courses: [Enter course prefix & number] satisfies one of Kennesaw State University's General Education program requirements. It addresses the [insert learning outcome title] General Education learning outcome(s). The learning outcome states: [insert appropriate learning outcome]."

SACSCOC Accreditation Regarding General Education

Kennesaw State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges. There are several standards that relate to the Core Curriculum.

Principles of Accreditation Related to General Education
Standard 8.1
8.1 The institution identifies, evaluates, and publishes goals and outcomes for student achievement appropriate to the institution's mission, the nature of the students it serves, and the kinds of programs offered. The institution uses multiple measures to document student success.
Standard 8.2
The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of seeking improvement based on analysis of the results for student learning outcomes for collegiate-level general education competencies of its undergraduate degree programs.
Standard 9.3
The institution requires the successful completion of a general education component at the undergraduate level that: a) is based on a coherent rationale. b) is a substantial component of each undergraduate degree program. For degree completion in associate programs, the component constitutes a minimum of 15 semester hours or the equivalent: for baccalaureate programs, a minimum of 30 semester hours or the equivalent. c) ensures breadth of knowledge. These credit hours include at least one course from each of the following areas: humanities/ fine arts, social/behavioral sciences, and natural science/ mathematics. These courses do not narrowly focus on those skills, techniques, and procedures specific to an occupation or profession.

Source: Southern Association of Colleges and Schools Commission on Colleges Resource Manual

Useful Resources and Links

GEC website
Master Curriculum Calendar
Curriculog login for Kennesaw State University
Curriculum Resources website
Syllabi Policy Webpage
Kennesaw State University R2 roadmap
Kennesaw State University 2018-2023 Strategic Plan
Kennesaw State University Mission and Vision Statement
University System of Georgia Board of Regents Academic & Student Affairs Handbook
University System of Georgia Board of Regents Handbook Core Curriculum Section
University System of Georgia Board of Regents Area F Curriculum Guideline Section
University System of Georgia Board of Regents Required Common Course Prefixes, Numbers, and Descriptions Section

Current Course Offerings in Kennesaw State University's Core Curriculum for 2021-2022:

Area A1:	ART 1107: Art in Society	**Area D2 continued:**
ENGL 1101: English Composition I	DANC 1107: Dance in Society	PHYS 2212L: Principles of Physics Laboratory II
ENGL 1102: English Composition II	MUSI 1107: Music in Society	BIOL 1107: Principles of Biology I
Area A2:	TPS 1107: Theatre in Society	BIOL 1107L: Principles of Biology I Laboratory
MATH 1001: Quantitative Reasoning	**Area D1:**	BIOL 1108: Biological Principles II
MATH 1101: Introduction to Mathematical Modeling	STAT 1401: Elementary Statistics	BIOL 1108L: Biological Principles II Laboratory
MATH 1111: College Algebra	DATA 1501: Introduction to Data Science	**Area E1:**
MATH 1113: Precalculus	MATH 1113: Precalculus	POLS 1101: American Government
MATH 1190: Calculus I	MATH 1160: Elementary Applied Calculus	**Area E2:**
STAT 1401: Elementary Statistics	MATH 1190: Calculus I	HIST 2111: Survey of U.S. History I
Area B1:	MATH 2202: Calculus II	HIST 2112: Survey of U.S. History II
ECON 1000: Contemporary Economic Issues	**Area D2:**	**Area E3:**
Area B2:	SCI 1101: Science, Society, and the Environment I	HIST 1100: Survey of World History
AADS 1102: Issues in African & African Diaspora Studies	SCI 1102: Science, Society, and the Environment II	HIST 1111: Survey of World History I
AMST 1102: American Identities	GEOG 1112: Weather and Climate	HIST 1112: Survey of World History II
ASIA 1102: Introduction to Asian Cultures	GEOG 1113: Introduction to Landforms	**Area E4:**
COMM 1100: Human Communication	GEOG 1125: Resources, Society, and the Environment	CRJU 1101: Foundations of Criminal Justice
FL 1002, CHIN 1002, FREN 1002, GRMN 1002, ITAL 1002, JAPN 1002, KOR 1002, LATN 1002, PORT 1002, RUSS 1002, SPAN 1002	CHEM 1151: Survey of Chemistry I	GEOG 1101: Introduction to Human Geography
GWST 1102: Love and Sex	CHEM 1151L: Survey of Chemistry Laboratory I	PSYC 1101: Introduction to General Psychology
LALS 1102: Understanding Latin America	CHEM 1152: Survey of Chemistry II	SOCI 1101: Introduction to Sociology
LDRS 2300: Leadership & Intercultural Competence	CHEM 1152L: Survey of Chemistry Laboratory II	STS 1101: Science, Technology, and Society
PAX 1102: Understanding Peace and Conflict	CHEM 1211: Principles of Chemistry I	ANTH 1102: Introduction to Anthropology
PERS 2700: Perspectives on the World of Work	CHEM 1211L: Principles of Chemistry Laboratory I	ECON 2106: Principles of Microeconomics
POLS 2401: Global Issues	CHEM 1212: Principles of Chemistry II	
RELS 1102: Introduction to Religion	CHEM 1212L: Principles of Chemistry Laboratory II	
Area C1:	PHYS 1111: Introductory Physics I	
ENGL 2110: World Literature	PHYS 1111L: Introductory Physics Laboratory I	
ENGL 2120: British Literature	PHYS 1112: Introductory Physics II	
ENGL 2130: American Literature	PHYS 1112L: Introductory Physics Laboratory II	
ENGL 2300: African-American Literature	PHYS 2211: Principles of Physics I	
PHIL 2010: Introduction to Philosophy	PHYS 2211L: Principles of Physics Laboratory I	
Area C2:	PHYS 2212: Principles of Physics II	