



GENERAL EDUCATION COURSE PROPOSAL CHECKLIST

This checklist contains all required questions for a General Education Course proposal in Curriculog along with resources to assist proposal originators and reviewers.

	Proposal Question	Explanation	Resources
1.	Which department(s) should view this proposal?	Most of the time a single department will need to review a proposal, but some interdisciplinary or college-wide courses require multiple departments to review the proposal. This question adds departments/colleges to the routing of the proposal.	Please direct questions about this section to curriculog@kennesaw.edu
2.	If multiple departments are selected above, please indicate who owns this program:	Each course requires one “owner” that certifies the program of study and is listed in Banner as the department of ownership.	
3.	Department Contact, Contact Email	Please indicate who will be responsible for representing this proposal to the UPCC/ GPCC. This can be the originator or another faculty/administrator.	
4.	Proposed Implementation Term:	Implementation requires consideration of the curriculum cycle and process. In order to be implemented, a proposal must be completely approved all levels of the curriculum process and through the USG Council on General Education, if necessary, before the catalog deadline.	The catalog deadlines and the curriculum meeting calendar are located on homepage of the Curriculum, Instruction, and Assessment website.
5.	What is the justification for the purpose indicated above?	Please explain why this course should be offered in the Core Curriculum at KSU. Include any data to support this course.	For adding a new course: Please upload documentation you have discussed this proposal with your college dean and have provost approval to create a new course.

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			For moving or removing a course: Please upload documentation that you have discussed this proposal with the Director of General Education.
6.	Course information (prefix, number, title, prerequisites, course description, notes, credit hours)	The USG has common course prefixes, numbers, and descriptions that all institutions shall use for their programs of study. These are NOT just for core courses but for 1000 and 2000 level courses. Course prerequisites may be limited by policy. Be sure that the description does not date the course by listing topics in too specific of a manner. Please indicate in the boxes the credit hour distribution for this course.	If a new prefix is proposed, the originator can contact curriculog@kennesaw.edu to see if it has been used previously. To check for a previously used course number, contact the Registrar's Office at registrar@kennesaw.edu . Check this USG website to ensure that the BOR does not require a common prefix, course number, or course title. These terms and corresponding examples can be found in the Curriculum Glossary of Terms located in the Curriculum Guide on the homepage of the Curriculum, Instruction, and Assessment website .
7.	(If removing from the Core) Will this course be removed from the catalog entirely? If removing from the catalog entirely, please indicate all programs (excluding the Core) that require his course, as identified by an impact report. Correspondence of Changes- If removing from the catalog entirely, please and programs will be impacted by the discontinuation, please confirm documentation is attached or that the impact report did not identify any external departments	If you are removing the course from the KSU Core Curriculum but will either continue teaching the course for a program, and/or it will continue to be offered as part of eCore then it will not be removed from the catalog just KSU Core Curriculum offerings. Please be aware that a course may need to be available for students on a previous catalog year and may require a robust teach out plan.	Run an Impact Report by clicking the Run Impact Button at the top of this page; copy and paste results into the box above. For assistance, email curriculog@kennesaw.edu
8.	(If adding to the Core) What Area will this course be added to? How does this course meet the associated Area learning outcome? Has there been a previous attempt to add this course to the Core? If yes, please provide all relevant data about this previous attempt and how you have revised this course (if necessary)	Please offer an extensive explanation about the learning outcomes and how they support the area. Previous attempts must be reported to the USG GEC along with changes and justifications. There are programming considerations when using Core Curriculum courses for	

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	since the previous attempt. What is the status for this course? Will this course be used as a program requirement, outside of the Core Curriculum? If yes, please explain what program(s) will use this course and why it is necessary in the program.	programs to ensure they fall into the appropriate place within a student's program of study.	
9.	(If moving a course in the Core) What Area is the course currently in? What Area will the course be moved to? What changes have been made to the course to meet the reassigned/new Area's associated learning outcome?	Moving a course in the core from one area to another requires extensive justification and often revision so that the course can meet the required learning outcome(s).	Information on learning outcomes can be found in the General Education Core Curriculum section of the catalog https://catalog.kennesaw.edu/content.php?catoid=60&navoid=4670
10	(If editing an existing course) Indicate all changes to the course. Provide an explanation of the proposed changes. Indicate all programs (excluding the Core) that require this course, as identified by an Impact Report. Correspondence of Changes – documentation of discussions with impacted departments is attached or Impact Report did not identify an impact on external departments. If changing prefix and/or number are the two versions of this course (current and proposed) considered equivalent in Banner? Confirm a syllabus has been uploaded. Indicate course modality.	Please provide an extensive explanation of all changes to support the proposal/	Review and approval for online modalities is separate from this proposal form. Please consult Digital Learning Policies for how to proceed https://cia.kennesaw.edu/digital-learning/policies.php . If needed consult the Syllabus Checklist and/or use Syllabus Template .
11	(If a new course) Type of course, classification of course, type of delivery, place of deliver, offering schedule, syllabus attached, how will the course be assessed by the faculty and/or the department, who will be managing the assessment, how often will the course be assessed, what software or technology other than D2L is required to teach this	Please include all technology even if the use of the technology does not have an impact on the overall department budget.	The library has research guides by topic , a list of journal holdings , and database list that can assist with this question.

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	<p>course, what library resources are needed to support this course, please list any resources required for this course that the library system does not currently offer, what is the anticipated average section enrolment, what type of space is required to teach this course successfully?</p>		
12	<p>Department Chair Only: Who will be teaching this course? Will special fees or tuition be required for this course, confirm questions above have been reviewed and align with department resources. Complete course FIS information using link.</p>	<p>Documentation of discussion with impacted departments is attached. Documentation can include email communication, formal interdepartmental memo, documentation of in person meeting or phone conversation. The strongest evidence is emails from the impacted department chairs acknowledging the effects on their course(s). Adding a new course will require faculty to teach it. Please explain how faculty will be reallocated, if another course is being removed and faculty will be teaching this one, if there are current lines or empty lines, GTA's etc.</p>	