

Implementation – Phase I – General Education

1. General Education Course Approval Process

During initial implementation, all currently approved general distribution courses and core courses will be tentatively approved under the appropriate primary SLO (and secondary SLO if submitted) as determined by the department offering the course. The department will provide the proposed SLO, the SLO assessment process, and the associated assessment activities for the course to the GEN ED Course Review Committee for approval. Deadline for the submission of this information would be January 31, 2013 in order to provide the GEN ED Course Review Committee sufficient time to review and approve the proposed SLO Assessment information provided for each course. The GEN ED Course Review Committee will complete the course reviews no later than March 15, 2013 and submit the approved course list to the VPAA for inclusion in the FY14 university catalog.

All approved general distribution and core courses will be re-evaluated every 5 years on a schedule created by the GEN ED Course Review Committee to ensure the courses continue to assist students in achieving progress in the identified SLO(s). Existing approved General Education courses will continue on their currently scheduled review cycle and new courses will be added to the list as they are approved. The current core courses would be scheduled for review in two years.

2. Transfer Course SLO Evaluation

The current process regarding review of general education transfer courses will continue, except the VPAA office will serve as the conduit for distribution for the transfer student as described below. Transfer courses which are to be considered as potentially satisfying a particular general distribution grouping will be submitted to the VPAA for distribution to the appropriate area for review. Transfer courses which appear to be equivalent to existing Washburn courses will be evaluated by the department chairperson of the discipline of the course to be considered and the recommendation submitted to the VPAA. Any course deemed to be a direct equivalent course to a Washburn University course will "inherit" the SLO and general distribution grouping characteristics (e.g., Social Sciences) of the Washburn University course to which it is equivalent. Transfer courses which do not "fit" within a particular department or are not identified as a direct equivalent course will be evaluated by the Gen Ed Course Review Committee. (Under the current general education course transfer evaluation process, the evaluation is completed electronically and the anticipation is that this practice would

continue). All transfer Gen Ed decisions will be forwarded to the Transcript Analyst in Admissions to place in the appropriate Transfer Guide. Once a decision is made regarding the distribution category, all subsequent transfers of that particular course from that particular institution will receive the same designation. Most transfer course evaluation requests could be submitted electronically through the Transcript Evaluation Software (TES) program. This program provides a course description from which to evaluate. If additional information (e.g., a course syllabus) is needed, it will be the student's responsibility to provide that information prior to a decision being rendered.

Phase II Note: University-Wide Assessment Committee –

The University Assessment Committee will continue to be chaired by the University Assessment Coordinator. This committee will develop a timeline to annually review the assessment data submitted by the various departments for courses approved as meeting the various SLOs. The committee will generate annual SLO course assessment summary reports which will be shared with the appropriate academic unit and the appropriate Dean. As longitudinal data is acquired, more trend analysis will be shared. These course reports will be used by the academic units to improve their coverage of the appropriate SLOs in their courses.

The major charge of the Assessment Committee will be to review these course-embedded assessment results in conjunction with program-embedded assessment results and information gathered through university-wide assessments, national standardized exams, and student/alumni/employer surveys. An annual report regarding the findings will be submitted to the VPAA and shared with the academic community for discussion. This data will be used to determine benchmark accomplishments in each of the SLOs and to identify potential areas of concern which will need to be addressed through potential curricular and co-curricular modifications.