

Guidelines for General Studies New Course Proposal and 5-Year Review

A General Studies Course Is:

- Interdisciplinary
- Created to fit course types in a General Studies course category (GAH, GEN, GIS, GNM, GSS)
- Organized to meet at least 2 General Studies teaching goals/learning objectives
- Designed for all Stockton students
- Approved by a committee of faculty colleagues

A General Studies Course Is Not:

- A version of a Program course
- Cross-listed with a Program course
- Designed only for students in the instructor's major Program

Where to Find Information about:

[General Studies](#)

[General Studies Assessment](#)

General Studies Course Categories:

[GAH, GEN, GIS, GNM, GSS](#)

[Proposing a General Studies Course](#)

[General Studies Teaching Goals Learning Objectives](#)

[IDEA Discipline Codes](#)

[General Studies Convenors](#)

[Attributes](#)

[Subscripts](#)

[First Year Seminars](#)

Course Proposal Process

Before creating and proposing a new course, a faculty member should peruse the *College Bulletin* to see if there is a similar/identical General Studies' course already "on the books." If there is, the faculty member should either create a different course or discuss teaching the existing course with the faculty member who originally created it. If the original faculty member is in agreement, then the faculty member who will be teaching the course should follow procedures under "2" in the next section.

Course Proposals

Existing Courses:

A. Offering a section of a multisection course

1. Contact the Program Coordinator or the faculty member of record to see if he/she agrees that you can teach a section of the course
2. Your course should either follow the syllabus of the original faculty member or, if you create your own syllabus, not diverge significantly from the goals, the course description, and the assignments described in the initial proposal
3. Submit syllabus, cv, and signed Agreement form to the Dean of the School of General Studies

B. Offering an existing (or adapted) course created by another faculty member

1. Contact the faculty member who created the course to see if he/she agrees that you can teach the course, and to prevent scheduling overlap
2. Your course should either follow the syllabus of the original faculty member or, if you create your own syllabus, not diverge significantly from the goals, the course description, and the assignments described in the initial proposal
3. Submit syllabus, cv, and signed Agreement Form to the Dean of the School of General Studies

New courses

General Studies' courses attract students from all majors and Programs; therefore, those proposing a new course should focus the course for students outside the instructor's field or discipline. As faculty design new courses, they should consider both breadth and level of complexity, asking themselves the following two questions: will a non-major receive enough exposure to the debates/methodologies/practices particular to the disciplines to warrant this course *one of the two* a student takes in that area of study, and can non-majors successfully handle the theoretical, quantitative, or field-specific requirements of the course?

Those proposing new General Studies courses should anticipate a year from proposal to teaching.

Full-Time Faculty

1. Check the *College Bulletin* to ensure that a similar course is not already on the books
2. Complete the new course proposal materials and sign the Agreement form
3. The new course proposal materials should include an outline of the course (or a completed syllabus), detailed description of assignments, and should align course goals to assignments
4. Select an IDEA Discipline Code for your course
5. Your course should provide instruction in 2-3 of the General Studies Course Teaching Goals/Learning Objectives, and you should delineate specifically in the new course proposal materials

6. Your course should fit a General Studies curriculum category (GAH, GEN, GIS, GNM, or GSS), and you should delineate specifically in the new course proposal materials
7. Your course should be interdisciplinary, and you should delineate specifically in the new course proposal materials
8. Watch your email for announcements with dates/times for General Studies New Course Proposal Meetings (there are 2 each semester)
9. Contact the Convenor of the curriculum category that suits your course or the Chair of the General Studies Committee if you have any questions about the proposal process
10. Your forms should be completed and submitted to the Dean of the School of General Studies a month before the meeting you plan to attend
11. The Dean of the School of General Studies will do an initial vetting of your proposal and either send it back to you with comments for revision or pass it along to the Convenor so that he/she can put it on the meeting agenda
12. You should attend the New Course Proposal meeting where you will present your course to the Committee members

Adjunct Faculty

1. Adjunct faculty should follow the steps above when proposing a new General Studies course
2. In addition, an adjunct proposing a General Studies course for the first time should invite a full-time faculty member to serve as a Sponsor
3. The Sponsor should complete the Sponsor form and submit it to the Dean of the School of General Studies along with your other new course proposal materials
4. Submit your cv along with the Sponsor form and your other new course proposal forms to the Dean of the School of General Studies at least one month prior to the meeting you plan to attend
5. The Dean of the School of General Studies will decide the merits of an adjunct's General Studies course prior to formal review

New Courses in Interdisciplinary Minors

If you think your new course is suitable to be included in a General Studies Minor, please contact the Minor Coordinator so that the Coordinator may attend the New Course Proposal meeting and discuss the course's suitability for the Minor when the course is undergoing approval as a General Studies course.

5-Year Review Process

All full-time and adjunct faculty sign a General Studies Agreement form at the time that he/she proposes a new General Studies course, teaches a section of a multisection General Studies course, or teaches/adapts a General Studies course proposed by another faculty member agreeing to undergo regular course review. Review is an opportunity to reflect on courses, to share pedagogy and course content with colleagues, and to make any necessary changes to course design; review is not adversarial or an oversight process that will lead to removal of courses from the General Studies curriculum.

Full-Time Faculty

1. Full-time faculty agrees to review his/her course every 5 years
2. Convenors will contact faculty when his/her course is up for review and schedule review sessions
3. Faculty should let Convenors know if he/she would like to "retire" the course; "retiring" means that the course is no longer available for teaching
4. Faculty should complete the 5-year review materials and sign the Agreement form
5. These forms should be submitted to the appropriate Convenor prior to the review session
6. Faculty whose courses are up for review should attend review sessions and discuss with the Committee any changes he/she would like to make to the course documentation, goals, course title, course description, interdisciplinary focus, course number, professor of record designation, etc.

Adjunct Faculty

1. The process for reviewing courses taught by adjuncts follows that for reviewing courses taught by full-time faculty
2. In addition, an adjunct faculty member teaching a General Studies course for the first time agrees to review his/her course during the 2nd and 4th year of teaching and, after that, every 5 years

Multisection Course

The professor of record or the Program Coordinator reviews multisection courses when they come up for review

Courses in a General Studies Interdisciplinary Minor

1. All Convenors agree to meet to review the General Studies courses up for review in an Interdisciplinary Minor
2. One Convenor, or the Chair of the General Studies Committee, will contact the Minor Coordinator to set a date/time for this review
3. The Coordinator asks faculty teaching courses up for review to complete 5-year review materials, to sign Agreement forms, and to submit the forms to the Convenor contact, or the Chair of the General Studies Committee
4. The Coordinator and faculty teaching courses in the Minor that are up for review will attend the review session