



WESTERN MICHIGAN UNIVERSITY

General Education Policy

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INTRODUCTION

The rationale for a general education requirement for graduation is based on the educational goals of Western Michigan University. We review these goals before stating the goals of undergraduate general education:

Educational Goals of Western Michigan University

To help each student develop the ability to think critically and objectively, to locate and assess information, and to communicate clearly and effectively in speaking and in writing; to expose each student to the knowledge and insights essential to significant participation in our increasingly technological, interdependent, and rapidly changing world; to assure that each student has the opportunity to examine the central role of ethics and values in the shaping of meaningful lives; to structure the learning experience so that students can appreciate and understand the importance and consequences of our diverse cultural and ethnic heritage; to instill in students a lifelong love of learning and a desire for involvement in the world of learning; and to enable students to acquire mastery of a field of inquiry or profession sufficient for an understanding of its methods, its subject matter, and its future in our world. *Undergraduate Catalog, 2001-03, p. 1*

An additional basis for the general education requirement is the statement of goals for Western Michigan University contained in the report of the University Committee on Undergraduate Education, published in October 1971:

Goals of Undergraduate Education

The major concern of Western Michigan University is the education of its undergraduate students, and it is committed to provide the environment and the means to enable these students:

1. To assume primary responsibility for their own growth and education, to achieve a genuine sense of competence, and to develop the motivation and ability to perceive and pursue learning as a continuous process.
 2. To acquire the knowledge, skills, and will to examine critically [human] experience, especially as that experience relates to contemporary life and illuminates the future.
 3. To gain an understanding of the persistent values of their own and other cultures and the ability to respond critically, sensitively, and sympathetically to cultural differences and change.
 4. To achieve greater self-knowledge and self-esteem, increased understanding [and] empathy with others, and an enhanced ability to relate positively to their fellow human beings.
- C.U.E. Report, 1971, p. 13.

Goals of General Education

A bachelor's degree should signify that the individual to whom it is granted has had a broad and balanced education, as well as concentrated studies in at least one discipline or area of knowledge. It should also signify that the individual has acquired intellectual skills that are applicable across a wide range of endeavors, as well as those narrower skills appropriate to a specialization.¹ Thus the University requires structured plans of study leading toward both a specialized and general education.

Specialized education – the primary objective of concentrated study in majors, minors, and curricula – normally restricts the scope of concern in order to ensure a detailed, specific competence in techniques and subject matter. It seeks to accomplish these ends through a program of study comprising a number of segments (courses) taught by specialists and planned to contribute to the whole; the intended result is a person with particular information and a set of skills and abilities usually shaped by specific job demands and descriptions. Often the goals of specialized education are determined or strongly influenced by external agencies, e.g., accrediting bodies or professional field demands, as much as by the stated goals of the University.

General education, on the other hand, is concerned with the breadth and balance of learning, and with the versatility that comes with proficiency in intellectual skills that have universal application. General education should develop each student's knowledge, capacity for expression and response, and critical insight to help the student become a capable, well-informed, and responsible citizen of a culturally diverse society in a complex world. To this end, the University's general education program aims to improve the student's competence in mathematics and language, both oral and written, and to foster the will and ability to think clearly, critically, reflectively, and with as much precision as the subject allows. While requiring a degree of proficiency of everyone, the University's general education program enables a student to master foundational intellectual skills through a sequence of related courses.

¹ The terms "skill," "competency," and "proficiency" are used interchangeably in this document, in their ordinary and almost synonymous senses. Distinctions must be made, however, to clarify which skills (i.e., competencies or proficiencies) are within the scope of general education. Intellectual skills (i.e., competencies or proficiencies) divide into two types and three levels, as in the diagram below.

Types and Levels of Intellectual Skills (Competencies, Proficiencies)		
LEVEL	TYPES	
	Widely Applicable	Specialized
Baccalaureate Level	In General Education	Not in General Education
College Level	In General Education	May Occur in Distribution
Entry Level	Not in General Education	Not in General Education

The types are (a) widely applicable skills, for example those related to the use of language, which are valuable in a variety of disciplines, and (b) specialized skills. The levels are (i) entry level, skills that freshmen should have upon entry into the University, and which they must remediate usually without college credit if they do not have them; (ii) college level, skills that are appropriately acquired for college credit; and (iii) baccalaureate level, more advanced skills to be acquired before the award of the baccalaureate degree. Only two of the resulting six subdivisions are part of general education as skills, namely, the widely applicable skills at the college and baccalaureate levels. At Western Michigan University, the term "skill" is frequently used to refer to entry level skills, and recently the term "proficiency" has been used to refer to college-level skills. These local connotations of the terms should not be imputed to this document's use of them.

General education also seeks to extend the undergraduate learning experience beyond particular academic or professional concentrations. It aims to acquaint the student with essential subject matter and methods of knowing in the arts and humanities, the social and behavioral sciences, mathematics, and the natural (including applied) sciences. Moreover, it aims to enable the student to use technology appropriately, and to understand the value of individual health, fitness, and well-being. These aims are based on the belief that such learning enriches human experience and fosters understanding of oneself, others, and the world.

While the two kinds of education can thus be distinguished, they are essentially complementary, not antithetical, elements of an undergraduate education; and courses in each type often contribute to fulfilling the goals of the other. Study in depth can reward the student with a sense of competence and the sobering awareness of how much is yet to be learned in any field, while the broader perspective and the habit of seeking interrelationships enhance the benefits of specialized study. Furthermore, just as specialized programs mandate some breadth in a student's education, so should the general education program allow some study in depth.

STRUCTURE OF THE GENERAL EDUCATION PROGRAM

This general education program incorporates the University's college-level and baccalaureate-level writing requirements, eliminates the former physical education requirement, and lets the University computer usage (literacy) requirement continue in force separately.

The program has two parts, proficiencies and distribution. What follows describes these elements of the program. However, all descriptions of course content and structure presuppose the individual professor's freedom to teach the course according to personal professional judgment. Stated requirements are not intended to impinge upon academic freedom, but only to specify a range of content within which the course should be structured. Matters of interpretation and pedagogy are the sole prerogative of the individual professor.

General Education Requirements

Proficiencies

The general education program requires each student to develop proficiency in writing and mathematics or quantitative reasoning and, beyond that, to enhance one of these proficiencies or to develop another foundational skill. Each student must:

1. complete a college-level writing course;
2. complete a baccalaureate-level writing or writing-intensive course in one's major or curriculum;
3. complete a college-level mathematics or quantitative reasoning course beyond MATH 1100 (not satisfied by MATH 1110), not limited to courses in the Departments of Mathematics or Statistics;
4. complete a course or courses in one of the following categories:²
 - a. advanced writing, 3-4 hours
 - b. mathematics or quantitative reasoning, 3-4 hours
 - c. critical thinking, 3-4 hours
 - d. oral communication, 3-4 hours
 - e. American Sign Language, 3-4 hours

² One of these options may be required by the student's major and/or curriculum.

- f. computer programming and applications, 3-4 hours, or
- g. courses to advance proficiency in a foreign language to at least second semester, college-level, 6-8 hours
- 5. satisfy both the college-level writing (no. 1 above) and college-level mathematics or quantitative reasoning (no. 3 above) proficiency requirements before registration in any upper-division-level course. Upper-division-level courses are defined as those courses with a course number of 3000 or above.

Distribution

The general education program defines a comprehensive and balanced distribution of eight content areas and requires that a student take a course from each area:

Area I	Fine Arts, 3-4 hours
Area II	Humanities, 3-4 hours
Area III	The United States: Cultures and Issues, 3-4 hours
Area IV	Other Cultures and Civilizations, 3-4 hours
Area V	Social and Behavioral Sciences, 3-4 hours
Area VI	Natural Sciences with Laboratory, 4-5 hours
Area VII	Natural Science and Technology: Applications and Implications, 3-4 hours
Area VIII	Health and Well-Being, 2 hours

Other Requirements

In addition to meeting the proficiencies and distribution requirements, the following requirements apply to the general education program:

1. Course work must total a minimum of 37 hours, not counting the baccalaureate-level writing course except for designated majors.³ If a student completes all requirements by completing fewer than 37 credits hours, the remaining required credits may be selected from any course approved for general education.
2. A minimum of six hours must be taken from 3000- or 4000-level courses in the distribution areas.
3. No more than two courses from any one department may be used to satisfy distribution requirements.

³ Typically, the baccalaureate-level writing course is to count toward the student's major or curriculum requirements, as it does now. However, in majors that do not count the course, e.g., majors in languages, the baccalaureate-level writing course will count toward the 37 credit-hour minimum. Or a student may count a writing-intensive course at the baccalaureate level toward the 37 hours, if the course also fulfills a distribution area requirement, according to the provisions for double counting contained in this policy. (See page 5.)

The Committee to Oversee General Education

There shall be a standing committee of the Undergraduate Studies Council (USC) named the Committee to Oversee General Education (COGE). The COGE will review and approve all course proposals concerning general education credit. In addition, revisions of the General Education Policy will be considered by the USC, upon recommendations from the COGE.

The COGE membership shall include faculty from the Colleges of Business, Education, Engineering, Fine Arts, Health and Human Services, and three faculty from Arts and Sciences, one from each of its three divisions. The eight faculty members of the COGE shall be elected by the members of the USC from two recommendations submitted by each dean (six recommendations from the dean of arts and sciences). The Office of Academic Affairs may appoint an additional member. Elected faculty members shall serve three-year terms that expire in May. Initial terms, when the COGE is first convened, will be for two or three years, as determined by the USC, to achieve a staggered sequence.

The COGE shall approve for general education credit those courses which in its judgment meet the course criteria stated elsewhere in this policy. The COGE shall consider courses after they have been approved by the respective departmental and college curriculum committees and deans. The COGE's precise position in the curriculum review process is defined in the University's Curriculum Review Process, approved August 1999 and revised May 2001.

The COGE shall recommended for general education credit: a) new courses, b) existing courses that have not previously carried general education credit, c) existing courses that are being re-approved, and d) courses to be continued after regular review. The COGE shall call for review of all general education courses at least once within a seven-year cycle as determined by the committee. The registrar shall provide grade distribution reports for general education courses, when requested, to the COGE.

With the approval of the USC, the COGE shall decide on accommodations and exceptions to the General Education Policy that other programs may need. (See the next section.) It also shall assist the University community in carrying out its responsibilities to the General Education Policy. Most importantly, the COGE shall evaluate the success of the general education program in meeting its goals and recommend improvements to the USC.

The Lee Honors College

The Lee Honors College is responsible for compliance with all established general education policies and practices implemented by the Committee to Oversee General Education. The LHC may submit to COGE, for review for the granting of general education credit status, courses designated by an LHC prefix: all HNRS courses submitted for review by the COGE must have a unique course number. No course the LHC submits to the COGE for review may be listed for general education credit in more than one general education area.

Accommodating Credit-Hour Intensive Curricula

If 3-credit courses are available in all proficiencies and distribution areas, except Area VI where the minimum is 4, a student could satisfy all proficiency and distribution requirements in 33 hours and would have to take 4 more credit hours of general education courses. But if a student chooses only 4-credit and 5-credit hour courses to satisfy requirements in this program, the number of hours needed will rise to 43 (12 in proficiencies, excluding the baccalaureate-level

writing requirement, and 31 in the distribution areas) or even more than 43, if the student elects a foreign language.

This program contains features to accommodate any student enrolled in a curriculum that prescribes large amounts of credit hours and leaves little flexibility or room for student-chosen electives. Departments have the discretion to count general education courses toward their majors. (See page 21 of the *2001-03 Undergraduate Catalog*, item 5 under “Major and Minor Requirements.”) In addition, the COGE will have broad discretionary powers in this area. Among the provisions it will implement on this matter are:

1. When an academic program demonstrably includes content in the proficiencies or distribution areas, with the approval of the USC, the COGE may exempt students in that program from the comparable general education requirement. The minimum number of hours of general education should be reduced concomitantly for them.
2. Students may count a course in the distribution area as fulfilling a proficiency requirement as well, if the COGE determines that the course meets the criteria for a proficiency.
3. When a variance from the General Education Policy is required in order for a program to meet external accreditation requirements, the COGE may grant such an exemption subject to the approval of the USC.

CRITERIA FOR SELECTING AND EVALUATING GENERAL EDUCATION COURSES

The Committee to Oversee General Education (COGE) shall apply these criteria in fulfilling its charge.

Criteria Applicable to All Courses

1. Courses should further the goals of general education articulated in the introduction to this document. Courses may be those specifically designed for general education, or they may be introductory or intermediate courses in a major sequence so long as they conform to the goals of general education. Advanced courses may be offered for proficiencies 2 (baccalaureate-level writing), 4a (advanced writing), and 4b (optional mathematics or quantitative reasoning).
2. Courses at the 5000-level do not count towards general education. Courses with prerequisites may count towards general education.
3. Grading and the amount of work required of students should be as rigorous in general education courses as in courses for majors. However, course work and teaching methods should be designed to open the discipline(s) to nonspecialists.
4. All courses included in general education must have syllabi consistent with the syllabus template adopted by the Faculty Senate on October 6, 2011 in MOA-11/02. (See Appendix.) Syllabi and other related materials must be made available to the Committee to Oversee General Education (COGE) as part of the request for a course to be granted general education status.
5. Departments that offer courses in multiple sections should demonstrate that all sections meet the standards of general education and are comparable with one another.

6. In the case of variable topics courses which may be taken more than once for credit when the subject matter is different, the different course subtopics should be reviewed for general education credit, and not simply the basic courses.
7. Students may receive credit by examination in place of coursework in the proficiencies, but not proficiencies 4a-4g, if the department offering the course provides for credit by examination, and the COGE approves. Placement in a foreign language at a second-year level does not waive the fourth proficiency requirement.
8. Courses approved for general education credit should, if possible, be offered at least once every two years.
9. If a department seeks approval for a course that is other than three credit hours, it should explain the basis for the difference in credit-hour requirements.

Criteria for the Proficiencies

Writing Courses (Proficiencies 1 & 2)

Writing courses which satisfy proficiency requirements should work to develop students' ability to express themselves effectively in writing. Specifically, college-level writing courses should develop the ability to think critically and reflectively about written material, an awareness of the process of composition, the ability to employ appropriately, though not necessarily faultlessly, the grammatical and mechanical conventions of standard written English, and the ability to organize materials and to develop and support ideas and arguments and express them clearly.

Baccalaureate-level, advanced, or writing-intensive courses should reinforce the skills acquired in college-level courses and should promote maturity as a writer. They should further the ability to analyze and evaluate writing, the ability to construct and develop a point or idea, the ability to develop organized paragraphs and use appropriate transition devices, and the ability to employ the grammatical and mechanical conventions of standard written English. Papers in every course approved for baccalaureate-level writing must be substantial in nature and length. Instructors and departments will be responsible for determining the format, modes of presentation, technical vocabulary, and research or bibliographic conventions appropriate for writing in their respective disciplines.

These descriptions do not supersede criteria stated in the current University baccalaureate-level writing requirement.

Mathematics or Quantitative Reasoning Courses (Proficiency 3)

Each student must either:

- complete a college-level mathematics or quantitative reasoning course requiring MATH 1100 (not satisfied by MATH 1110), or its equivalent, as a prerequisite, or
- place into MATH 1220 (calculus) or higher on the Mathematics Placement Exam.

Courses which satisfy this requirement may be offered in the Departments of Mathematics or Statistics or in other departments that offer courses satisfying the described criteria and requiring the use of the skills of MATH 1100 as part of the course content (MATH 1110 does not satisfy this requirement). These skills are those derived from the study of arithmetic foundations of algebra, properties of real numbers, linear equations and inequalities, and systems of linear

equations. Courses satisfying the proficiency must significantly advance students' mathematical skills and competencies beyond the level of one year of elementary algebra.

Courses that Enhance a Proficiency or Develop Another One (Proficiency 4)

Writing

Advanced writing courses should promote *mastery* of the mechanical, rhetorical, or aesthetic conventions of writing.

Mathematics or Quantitative Reasoning

The second course in mathematics or quantitative reasoning that students may take for general education credit should build upon the skills developed in their required quantitative reasoning course or its equivalent. Courses may be selected from statistics, discrete mathematics, general topics in mathematics, foundational calculus, or other related approved courses.

Critical Thinking

Critical thinking is the art of reasoning, which may be defined as reaching reasonable and reflective judgments focused on what to believe and do, or on how to interpret others' words and deeds. Courses in this area should help students become more expert in reasoning when they listen, read, think, evaluate, write, speak, and when they carry out plans of action. To this end, the courses should have at least two of these four goals:

- Courses should help students become more skilled in making several kinds of distinctions: between arguments (chains of reasoning) and other information, between conclusions and premises, between the different patterns of arguments, between complete and incomplete presentations of arguments, between strong and weak arguments, and between cogent and ineffective ways of exposing weak arguments.
- Courses should help students become more skilled in resolving differences of opinion by locating common ground, by marshalling arguments, and by becoming sensitive to fallacies and other pitfalls of disputes.
- Courses should sensitize students to methods of overcoming differences that obstruct agreements to cooperate, so that the parties may come to an accord on how to interact with a minimum of dissatisfaction and a maximum consideration of the merits of each side.
- Courses should help students become more skilled in planning tasks involving choices and uncertainties. To develop these skills, students should learn techniques for analyzing and operationalizing the tasks, e.g., formulating objectives, flow-charting, programming, and assessing probabilities.

Oral Communication

Courses in oral communication should promote a breadth of skills in listening and clear expression in interpersonal or public speaking situations. Courses that satisfy this proficiency should foster the ability to use appropriate listening and expressive skills, to inform and persuade, and to analyze and synthesize for problem solving in interpersonal or public settings.

American Sign Language

Courses should enable students to recognize, describe, and produce under appropriate conditions the basic grammatical features and vocabulary of American Sign Language with the aim of achieving conversational fluency. Courses should also enable students to recognize and describe the essential features of the culture, education, and communication strategies of deaf people.

Computer Programming and Applications

The level of programming and applications required should be beyond the University's requirements for computer usage (literacy). Courses are not limited to those offered by the Department of Computer Science.

Foreign Language

Foreign language courses should develop facility in understanding, speaking, reading, and writing a language other than one's own. Additionally, these courses should introduce salient features of the culture from which the language derives or in which the language flourishes. Two semesters of college-level foreign language study will satisfy this requirement; students entering the University with college-level knowledge of a foreign language will be allowed to satisfy this requirement by taking two more advanced language courses or by taking two semesters of yet another foreign language.

Criteria for Courses in the Distribution Areas

Area I, Fine Arts

Courses that meet the fine arts requirement should provide experiences and develop skills that promote awareness of the imaginative and inventive capacities of the mind and of the aesthetic qualities of works of fine art. To achieve this goal courses should:

- deal with the arts in a direct, experiential manner, and whenever possible, include attendance and/or involvement in live performances, exhibitions, or arts events;
- entail formal or historical study of an art form or forms through reading, lecture, or discussion, and writing to develop the knowledge and perceptual skills that make for critical response, discernment, and informed evaluation; and
- be designed for the layperson rather than the skilled practitioner.

Courses may focus on the role of an art or the arts in a culture or on the enhancement of life they provide the individual. Courses may introduce students to the practice of an art so long as they meet the three criteria cited above.

Area II, Humanities

Humanities courses should offer the opportunity to study some of the forms by means of which human beings have reflected upon and represented human experience and the varieties of the human condition. These forms are mostly linguistic – literary, philosophic, historiographic, and religious. Sources studied in the humanities courses should be presented in ways that develop

appreciation for their intellectual and aesthetic integrity and their imaginative scope. They should be studied in ways that require effort of response and reflection, and expand the students' critical and empathic capacities.

Area III, The United States: Cultures and Issues

The United States has always been, and will continue to be, a nation of great cultural and human diversity, its citizens deriving from many different religious, racial, and social groups. As the United States, increasingly multicultural and aware of the claims and rights of its diverse citizenry, strives to include all groups fully into the national life, a multi-cultural perspective needs to be incorporated into a student's general education. Courses that fulfill this requirement:

- should address the subject within the larger context of United States history and culture;
- should afford students the opportunity for informed reflection upon the cultural and human diversity of the United States. They should develop awareness of the national dimensions of cultural and human diversity and of critical social issues affecting component cultures of our society;
- may focus on one or more of the cultures that comprise our society, studying that culture (or those cultures) in ways that promote an understanding of the perspectives of the group or groups in the national context;
- may reflect upon issues that cut across constituencies, such as those stemming from age, class, disabilities, gender, race, or the dynamics of discrimination;
- may focus on a specific issue such as race relations or the psychology of difference; on a specific perspective such as that provided by women's writing or the arts of a cultural group; or on distinctive features of one cultural tradition such as musical forms developed by Blacks/African Americans or historic and contemporary institutions of Native American culture; and
- may focus on the ethical, legal, and institutional aspects of the fact of diversity in United States history and culture.

Area IV, Other Cultures and Civilizations

This area introduces students to the values, institutions, and practices of cultures whose origins lie outside the European cultural arena. The experience of the Western world forms only a part of a much vaster human legacy. This area seeks to broaden perspectives on the human condition by focusing on other cultures and civilizations, singly or comparatively, both as systems unto themselves and as participants in an increasingly interdependent global society. Courses in this area have several of the following characteristics:

- deal systematically with the cognitive and pedagogical challenges of presenting and understanding cultures other than one's own;
- attempt to acknowledge and utilize multidisciplinary insights of scholars devoted to the study of cultures and civilizations;

- provide an opportunity to step outside one's own frame of reference by considering human experience and the potential for human achievement from other perspectives;
- emphasize the adaptive nature of cultures or civilizations in response to the challenges of physical environment, intercultural and international relations, and internal social dynamics;
- examine the history, literature, arts, religion, ideas and institutions of other cultures and civilizations;
- stimulate reflection on characteristics of various cultures;
- stimulate reflection on the interaction of cultures and nations in an increasingly interdependent world; and
- explore alternative views of modernization.

Area V, Social and Behavioral Sciences

The courses in the social and behavioral sciences should provide students with an understanding of human society, its cultures and environments, or of the dynamics of individuals and groups. The courses may:

- provide a theoretical, empirical, or experimental analysis of the economic, political, communicative, psychological, and other kinds of behavior of individuals and institutions;
- work toward descriptions adequate to the complexity of human beings and their institutions;
- examine the policy implications and service applications of social science in ways that promote critical reflection; or
- focus analytically and critically on the history or prehistory of societies, particularly those not covered in distribution areas III and IV.

Area VI, Natural Sciences with Laboratory⁴

Laboratory courses in the natural sciences which meet the general education requirement require students to interact with objects of nature and to use instruments that permit careful examination of natural phenomena in either physical or simulated conditions. They require students to use scientific methods to collect and analyze data and to report results. These courses have a laboratory period of at least one hour and fifty minutes per week. Courses must carry at least 4 hours but no more than 5 hours of credit. The laboratory component of an approved course must:

- be based on direct observation of natural phenomena by the student;
- deal with objects of nature and employ appropriate instruments to observe or measure these objects;

⁴ The criteria for this area are based on the recommendations of the ad hoc Laboratory Science Requirement Committee of C. A. Hesselberth, Nickola Nelson, Alan Poling, Joseph Stoltman, Thomas Straw, M. Walker, and E. B. Ehrle, accepted by the Undergraduate Studies Council on 14 February 1989.

- employ scientific methods; and
- have a designated laboratory work assignment.

General purpose laboratory courses which instruct in scientific methods independent of a particular science discipline are not eligible for satisfying the general education laboratory sciences requirement. Only discipline-specific courses in the areas of physical sciences, earth sciences, or life sciences satisfy this requirement.

Area VII, Natural Science and Technology: Applications and Implications

If students are to understand contemporary life, they should understand the implications of natural science and technology as applied to health, social and economic welfare; the storage, transfer, and processing of information; and the management of society's impact on the environment with sensitivity to ecological interconnections. Courses in this area should help students attain this understanding and should promote the ability to evaluate and participate in the decisions of society regarding science and technology. Criteria for these courses are:

- A substantial portion of the course work must be devoted to the teaching of the relevant science and technology. Techniques and skills acquired without learning an underlying natural science do not meet this criterion.
- The courses should also explore the costs and benefits of society's decisions regarding the uses of the sciences they teach.
- A substantial portion of the course should prompt reflection on responsible choices between competing values and interests.
- Although courses will contain a core of natural science, computer science, or the technology based on these sciences, they will explore practical applications and implications by examining some of the following:
 - sciences relevant to informed judgment about social and environmental costs and benefits;
 - salient history of science and technology;
 - assessments, systems analyses, and other quantitative tools;
 - considerations of law, rights, ethics, and the political process;
 - global challenges (e.g., population growth, climate and atmospheric change, loss of biodiversity, and resource management) involving more than one science and technology; or
 - content from the social and behavioral sciences, humanities, and fine arts.

Courses in this area lend themselves to a multi-disciplinary approach, and may be the sole responsibility of individual instructors with wide competencies, or may be team-taught, or may be offered by a group of instructors, each assuming responsibility for a module of the course.

Area VIII, Health and Well-Being

Courses which satisfy this area must advance students' knowledge and ability to influence their own health. Course content should examine national and global health priorities regarding the reduction of preventable death, disease, and disability among students and should include material on HIV/AIDS, and alcohol and substance abuse.

Courses which satisfy this requirement should improve a student's capacity to make healthy lifestyle choices. Single-topic courses may not be used to satisfy the requirement, and course content must address a minimum of four areas of health-related issues such as substance abuse, stress-related issues, grief and loss, development of healthy relationships, sexually transmitted diseases, lifestyle related diseases (primarily heart disease and cancer), and the principles of a healthy lifestyle.

Courses may be drawn from any department within the University. A maximum of eight (8) hours of general activity physical education may be applied toward electives for graduation credit.

APPENDIX

Official Memorandum of Action – MOA-11/02 Syllabus Template
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In keeping with a recommendation of the Higher Learning Commission of the North Central Association* that "faculty members communicate course requirements to students through syllabi," the Faculty Senate recommends that syllabi for all undergraduate and graduate courses contain the following:

1. The name of the instructor assigned to teach the course, with the instructor's contact information (including email address) and office hours.
2. The name of the course exactly as it appears in the course catalog.
3. Course location, room, building and meeting time, if applicable.
4. Required textbooks and supplies.
5. Recommended readings, if applicable.
6. The description of the course from the course catalog, including prerequisites.
7. The objectives, goals and outcomes of the course.
8. The general education area or proficiency the course fulfills, if applicable.
9. A calendar of the scheduled meetings, including date/time/location of the final exam, with the subject of the lecture/discussion/reading/activities for each date, and/or a list of online activities. (The syllabus may note that the subjects could be revised.)
10. Due dates for assignments and what each assignment is worth out of the total grade. (The syllabus may note submission deadlines could be revised.)
11. A grading scale. (The syllabus may note the grading scale could be revised.)
12. A clearly articulated attendance policy and expectations for classroom etiquette (behavior).
13. University policies regarding academic honesty, religious observance, reasonable accommodation for physical or learning disabilities and whether the instructor will use plagiarism detection software such as "Turnitin."
14. How to determine if there will be an Instructor and Course Evaluation System (ICES) evaluation of the course for that semester and, if so, how to access the evaluation.

**HLC Criterion #4 - Minimum Expectations 4.4*