Core Curriculum (Core Areas A-E) Approval, Review, and Assessment Process:

I. Purpose
The purpose of this policy is to establish a process by which courses currently listed within Areas A through E of the Core Curriculum and courses seeking to be added to these Areas are subject to an institutional-level internal review. The review process ensures that all Core Curriculum courses support Core Curriculum Student Learning Outcomes and include a measurement process that aligns with these outcomes. As a result, courses within the Core Curriculum are structured so that, when needed, sufficient data can be supplied to identify student achievement of Core Curriculum learning outcomes.

II. Policy Statement
A proposal for a new course or the removal of an existing course from the Core Curriculum must go through the procedures outlined below before being submitted to the University System of Georgia’s Board of Regents (BOR). This process allows the institution to engage formally in internal evaluations of its course offerings to ensure that they do, in fact, foster maximum opportunities for student learning and are congruent with the rationale for the Core Curriculum. The rationale is that all undergraduates share a common educational experience. “This experience provides the opportunity to explore moral, cultural, ethical and aesthetic issues; develop effective communication and creative self-expression; consider the implications of personal responsibility in a democratic, pluralistic society; and apply scientific processes to environments in a complex world” (GECC approved rationale, November 2013).

III. Exclusions
Core Curriculum Area F

IV. Procedures
Process for Initial Approval of Courses for Inclusion in the University Core Curriculum
The process for evaluating courses proposed by faculty for inclusion in the Core Curriculum prior to System review shall be as follows:
1. A request for a new course to be included in the Core Curriculum should begin at the department level. Faculty within the department should insure that the proposed course meets the University’s Core Curriculum Outcomes for the Core Area targeted.
2. Where faculty determine a course to meet the Core Outcomes, a curriculum form should be submitted to the College Curriculum Committee. The curriculum form shall include clear, concise justification for the course to be added to the Core Area.
3. If approved by the College Curriculum Committee, the curriculum form shall be submitted to the full GECC committee;
4. If approved by the GECC, the GECC will submit the form to the Undergraduate Committee (UGC) for final approval.

Process for review and assessing existing courses included in the Core Curriculum
The process for evaluating existing courses in the Core Curriculum prior to System review shall be as follows:

1. Faculty are required to periodically review Core Curriculum courses in their departments. Faculty must determine if course learning outcomes are aligned with the University’s Core Curriculum Outcome for the Area in which the course(s) appear(s).

2. A Core Course Assessment form must be regularly submitted to the GECC. The completed form must document measurement tools, description of data collection, targets, findings, interpretation of results, and action plans, all aligned with the overall Core Curriculum Student Learning Outcome.

3. If the course does not meet the Core Outcomes, the faculty have two options.
   a. Option 1: Revise the course to align with the Core Outcomes. The modified course would be evaluated using the same process as described in number 2 above.
   b. Option 2: Remove the course from the Core Curriculum through communication with the GECC; to seek approval from the USG General Education Council.