
Academic Affairs Affinity Group
General Education Designation Requests Tips
August 18, 2017

NJCCC Resources

On the NJCCC resource web page at <http://www.njccc.org/professional-resources/general-education-resources/>

- Unified Statewide GE Course List - Common titles of approved GE courses
- GE Course List by College
- Information Literacy and Ethics Course List by College
- GE Approval forms
 - Initial – first time request. Covers Info Literacy and Ethical Reasoning requests
 - Info Literacy – for previously approved GE courses
 - Ethical Reasoning – for previously approved GE courses
- Core Learning Outcomes in the highest enrolled GE courses
- GE Archived resources
 - GE Foundation Policy
 - GE Guiding Principles
- Approval Schedule – to be added once finalized

Tips

Form –

Make the case that one or more learning outcomes are congruent with the GE goal statement(s) being requested and describe the activities students engage in to acquire the GE specific skills, abilities, or values.

Show how the demonstration of the activity is a required component of the student's grade. For example if requesting Information Literacy designation, present the grading structure that in which a portion of a student's grade is based on a research project or term paper.

Syllabus -

Highlight the learning outcome(s) and activities that address the narrative section of the form.

Reasons courses not recommended

Activities not listed in syllabus. The syllabus does not list the activities and assignments all students are **required** (**may** does not work) to engage in related to the GE Learning Outcome. i.e. Not approved for ethical reasoning: no indication students are not engaged in ethical reasoning and actions in which they study the ethical implications of issues. May be implicit but not explicit.

Course **does not meet the criteria.** Check the Guiding Principles for a detailed explanation. i.e.

- Not approved for History: criteria for category is a “major time period” of 32 years considered too short.
- Not approved for Diversity: students do not examine multicultural societies or peoples in which they develop an understanding of societal sub groups such race, class, gender, ethnicity, language and religious orientation.
- Not approved for Ethical Reasoning: not that explicit students are engaged in ethical reasoning and actions in which they study the ethical implications of issues.
- Not approved for Info Literacy: no writing assignments in which students identify a need for information, evaluate sources, integrate research into their thinking and use the information ethically.
- Not approved for Humanities: Interdisciplinary as approved for History. NOTE: History is considered Humanities and can be used in both History and Humanities categories.

Suggestions

Review your institutions courses in the GE Courses by College to ensure list accuracy

- Notify Megan Olshansky (molshansky@njccc.org) of any courses on the list that were deleted or removed from GE status by your institution.
- If a course you believe was approved does not appear on the list, contact Megan with the information.

If you have questions contact about submissions contact Nancy Kegelman at nkegelman@brookdalecc.edu or 732-224-2221