

**General Education Charter Group
General Education Course Review Process**

General Education Core

Per the Ohio Board of Regents *Guidelines & Procedures for Academic Program Review*,
April 2015

- General education is required within every undergraduate degree and is guided by a mission and specific learning outcomes.
- General education requirements reflect the degree designation (e.g., associates of applied science, associates of technical studies vs. associate of arts or associate of science).
- At a minimum, general education comprises no fewer than 36 semester hours for associate of arts and associate of science degrees and no fewer than 15 semester hours for applied associate degrees.
- The general education curriculum reflects a breadth of study.
- General education includes a focus on “21st century” skills and knowledge.
- Remedial or developmental education courses are not considered part of general education and are not counted toward degree requirements.
- General Education at Columbus State Community College will adhere to the General Education Guidelines outlined in Appendix C of the above document.
- General Education must comply with the Ohio Transfer Module (OTM):
 - English Composition and Oral Communication
 - Mathematics, Statistics and Logic
 - Arts and Humanities
 - Social and Behavioral Sciences
 - Natural Science

General Education Courses

Per the Ohio Board of Regents *Guidelines & Procedures for Academic Program Review*,
April 2015

- General Education Courses: Those courses in written and oral communication, quantitative principles, biological and physical sciences, social and behavioral sciences and the arts and humanities that provide the foundation and common experience expected among individuals holding associate and baccalaureate degrees. These courses, along with courses within a major, provide opportunities for critical thinking, problem solving and analytic skills.

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- Applied General Education (Basic Education) Courses: Those courses within applied associate degrees that emphasize the application of general education to an occupational or technical area.
 - Courses such as technical communication, business mathematics, calculations for health professionals, study skills, applied computing, and practical psychology are examples that fall in this category.
 - Applied general education coursework cannot be counted toward meeting the minimum requirements for general education courses in associate or baccalaureate degrees (i.e., 15 semester hours in applied associate degree programs and 36 semester hours in associate of arts, associate of science and bachelor's degrees).
- A general education course at Columbus State Community College will fulfill the requirements of one of the five categories under OTM.
- OTM guidelines for General Education Courses:
 - General education courses
 - Requires entry level college proficiencies
 - Not remedial or developmental (must be college level)
 - Not variable in content from term to term
 - Not special topics courses
 - Not upper division courses (they are lower division)
 - Not narrowly focused technical or pre-technical courses, nor are they designed to satisfy the requirements of a particular program

Key Considerations for General Education Courses

Transfer Assurance Guides:

Some Transfer Assurance Guide (TAG) courses are also OTM courses (required as a pre-major course for some majors but also serve as general education courses for non-majors). TAG courses are guaranteed to transfer and apply directly to the major. OTM courses are guaranteed to transfer and apply to a general education area. It is recognized that many OTM/General Education courses at CSCC and other colleges in Ohio are not TAG courses.

Transferability:

It is preferred that General Education Courses at Columbus State Community College transfer to other colleges within the state of Ohio, and especially those institutions in central Ohio.

Assessment Process:

A general education course at Columbus State Community College should fulfill the Institutional Learning Goal (ILG) of *Critical Thinking* and at least one other ILG defined by the institution.

Selection of General Education:

Academic programs in the associates of applied science or associates of technical studies may require general education courses specific to that academic discipline.

General Education Course Review Process

- A general education course, first proposed by a faculty member, should be reviewed and approved by the department by a process devised by that department.
- The OTM general education categories often include subjects housed in one or more departments; the OTM Arts and Humanities category, for example, could include courses in the humanities, English (literature), communication and possibly other departments. It is therefore important for faculty members proposing courses for the OTM to seek concurrence from other departments that may have an interest in the course. Moreover, course proposals may occasionally originate in departments outside the traditional department responsible for the delivery of courses in a general education area; the OTM Natural Sciences category, for example, could include a general education nutrition course coming from an allied health department. In such cases, the department traditionally responsible for courses in that area (biological and physical sciences) should also have an opportunity to review the course before it moves to the division-level for review.
- When an OTM faculty panel receives a course from an institution for review, it assumes the course has already been reviewed and approved by the institution as a general education course and is now requesting statewide transfer. Therefore, course proposals seeking OTM status, once approved at the department level (and by other departments, as necessary), should then move on to the Arts and Sciences Division Curriculum Committee. The Arts and Sciences Division Curriculum Committee will have a faculty representative from each Career and Technical Programs division during the meetings when general education courses are being approved and reviewed. If the division committee also determines that the course is eligible for the OTM, it should approve the course's general education status *as pending* final review and approval by the OTM panel/OBOR.
- The proposed course must fulfill the ILG of *Critical Thinking* and at least one other of the ILGs as defined by Columbus State Community College.
- Existing general education courses will be reviewed by the Arts & Sciences Curriculum Committee on a five-year rotating schedule, with approved courses from one of the OTM categories to be evaluated each year.