

Liberal Education Course Approval Procedure

All courses in the Liberal Education (LE) program will be reviewed by the Liberal Education Committee of the Faculty Senate and the University Assessment Committee (for assessment components). New courses, or existing courses requiring catalog changes, must first be approved by the Curriculum Committee. Existing catalog courses seeking LE designation, with no changes, may be submitted directly to the Liberal Education Committee. Submit applications and supporting material (items I, II, and III below) to https://piratenet.park.edu/ics/Offices/Liberal_Education_Committee/.

In addition to attending to the Park University literacies, faculty should keep in mind the American Association of Colleges and Universities' definition of "liberal education" when developing courses for the LE program:

An approach to college learning that empowers individuals and prepares them to deal with complexity, diversity and change. It emphasizes broad knowledge of the wider world (e.g., science, culture and society) as well as in-depth achievement in a specific field of interest. It helps students develop a sense of social responsibility as well as strong intellectual and practical skills that span all areas of study, such as communication, analytical and problem-solving skills, and includes a demonstrated ability to apply knowledge and skills in real-world settings. (AAC&U, 2008)

In order for the LE Committee to have sufficient information to evaluate a course, the following information is necessary for submission:

- I. A correctly filled out Liberal Education Course Approval Form.
- II. A "Catalog ready" course description in Microsoft Word (new number from the Registrar if applicable)
- III. A Tentative syllabus¹ that contains the following:
 - a. Title of the course
 - b. Course description²
 - c. Text (or list of possibilities) to be used
 - d. Topics to be covered
 - e. Core Learning Outcomes
 - f. Sample of course assessments (including Core Assessment)
 - g. Supporting material

¹ The syllabus need not necessarily be the final form. Like the Curriculum Committee, the LE Committee will only use it only for informational purposes.

² For LS 300 courses, please incorporate the university-wide CLOs, CA, and CAR alongside instructor-added outcomes, topics, and assessment measures.