

To: University General Education Instructors and Department Heads

From: Peter Mudrack, Chair, University General Education Council

Date: August 24, 2007

RE: Review of UGE Courses in Your Department

Thank you for the continued participation of your department in the University General Education (UGE) Program. Attached to this letter is a list of the courses in your department that will be surveyed this semester. The Office of Assessment will send out individualized packets of materials to be completed by department heads and instructors.

The UGE program has established a process for reviewing each approved course to ensure that UGE guidelines are being followed. The need for review was prescribed by the Faculty Senate in 1994 and the Academic Affairs Committee of Faculty Senate approved this approach on February 6, 2001. During the review process, information is collected from department heads, instructors, and students. From the data collected, class-specific reports are generated and reviewed by the UGE Council at the end of each semester. If a course is to maintain its approved UGE status, department heads and instructors **must** participate in this review and the course must meet accepted standards. The timetable for the review process is attached; if you foresee problems, contact the Office of Assessment and they will work with you.

The accepted standards for UGE include consistency with the original approved course proposal and the incorporation of the components listed below. (The items below can be found on the UGE website: www.ksu.edu/catl/uge/facsen.htm)

- (1) an active learning environment,
- (2) an experiential context, and
- (3) the opportunity to connect ideas and information across disciplines

The Council has attempted to make the course review process as efficient as possible. If you have any questions about the requirements and/or the *review* process, please contact me at 532-7840 or pmudrack@ksu.edu. If you have questions about the *survey* process, please contact Steve Hawks (sjhawks2@ksu.edu) or Cia Verschelden (cia@ksu.edu) in the Office of Assessment at 532-5712.

Thank you again for your cooperation in this process.

Enclosures: List of Courses

Timetable for UGE Course Survey Process – Fall, 2007