MEMORANDUM

To: Deans and Department Chairs
From: Gene Bickers, Vice Provost for Undergraduate Programs
Steve Lamy, Vice Dean for Academic Programs, Dornsife College
Date: February 14, 2014
Subject: Procedure for Submitting Courses for the 2015 General Education Program

As you know, Provost Garrett has announced that USC will offer a new General Education Program for all undergraduates beginning college in Fall 2015 as freshmen on our campus or as transfers to USC in subsequent semesters. To prepare the GE program we will offer during the 2015-2016 academic year, the new GE subcommittees will begin reviewing course proposals this spring.

A procedure has been worked out to eliminate the need for new and revised courses to be reviewed both by the General Education subcommittees and panels of the University Committee on Curriculum. Proposals can be submitted by designated representatives of each academic unit to the GE Drop-box site at uscdornsife.usc.edu/GEsyllabus.

The Provost has asked that School Deans and Dornsife Department Chairs serve as the first reviewers of course proposals from faculty in their academic units. In the professional schools, individuals who can act in the CMS system on behalf of their Deans have already been given access to the new GE Drop-box; in Dornsife, access has been given to those identified in CMS as department chairs.

If you click on the “Submit Syllabus” button at the bottom of the page you will see a form asking for faculty name and the category for which the course is intended. There are three choices under “Type” – choose New course, Revised course, or Seminar (for GE Seminars). Each course can be approved for a maximum of one Core Literacy list and one of the two lists under Global Perspectives.

For each course, fill out the form and submit a single file with the syllabus and any other material you would like included in the course review. These files should be named with the department prefix and number (e.g., SOCI 250). Submissions for General Education Seminars (GESM 110, 120, 130, 140, and 160) require only a brief description of the class written for students, a statement of the class learning objectives as they reflect those of the category, and a reading list. Submissions for GSEM 150, Seminar in the Physical Sciences, require a description of the laboratory component as well.
Updated descriptions of the GE categories and templates for each GE Seminar are available online at domsile.usc.edu/newGE. The Social Analysis subcommittee has asked that their cover sheet be included with syllabi proposed for that category. That sheet is available on the same site. If you or your faculty would like further assistance, please contact us or the General Education office at 740-2961.

In order to offer enough courses with the correct distribution of requirements in the Fall of 2015, we need to plan the program of courses by the end of 2014, so that scheduling and staffing can be done on the basis of the new requirements. We hope to see a large number of existing courses proposed this spring, revised for the new learning objectives, with new courses developed over the summer proposed early in Fall 2014. To make the new program successful will require the participation of faculty across the campus. Thank you in advance for your contributions.