<u>GE Certification Checklist</u>

The list below is offered to help departments in the process of GE course certification. The GEC has kept track of the most common causes of delay during GE course certification thus far, and has used them to create this checklist. Please ensure that your forms meet the guidelines discussed below.

1. Is the course accompanied by ALL of the correct GE Standard forms?
2. On each GE Standard form, has an appropriate selection of AREAS been clearly indicated?
3. In most Areas of most Standards, there is an "upper box" that asks for a description of course activities. In the upper boxes of the Areas that you have chosen, have course activities been described that clearly require students to engage in the activity or activities outlined in the preceding bullet(s)?
4. In most Areas of most Standards, there is a "lower box" that asks for a description of assessments that you will use. In the lower boxes of the Areas that you have chosen, is it clear which bullet point or points the course is choosing to assess?
5. For each bullet point chosen for assessment, is it clear what types of assessments will be used?
6. Do the assessments described allow for the possibility to gauge student improvement in each of the bulleted skills chosen?

<u>Additional Suggestions Regarding Assessments:</u>

- Make it clear which assessments are assessing which bulleted skills. One assessment can obviously measure multiple skills, and vice versa.
- Make it clear that there are at least two distinct assessments of each bulleted skill, separated in time to some degree, and with instruction and feedback from the faculty member in some fashion occurring in the interim.
- Make it clear that there is sufficient commonality between the assessments for their results to be compared in a meaningful way. This is obviously a requirement for gauging student improvement.
- If you have a rubric, sample assessments, or any other items that will further clarify the means by which you are assessing, consider including them.

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