

## **GER Course Review Policy**

**(Approved by GER Committee on February 6, 2023)**

1. The GER Committee is a sub-committee of CUE. As part of its charge from CUE and the Faculty Senate, the GER Committee reviews courses to determine whether they meet the requirements for inclusion into the General Education Requirements (GER) curriculum.
2. It is NJIT Policy that a course qualifies as a GER course when it meets the GER standard. The GER standard is for the course syllabus and the learning outcomes of the course to satisfy at least two-thirds of the [GER literacy learning objectives](#) for a core GER literacy and to align with GER student learning outcomes appropriate to that GER literacy's place within NJIT's general education curriculum.
3. The GER Committee will review:
  - (a) Newly created courses that have been approved by CUE and then referred to GER Committee to determine if the new course satisfies the GER standard; or
  - (b) Courses existing in the NJIT Undergraduate Catalog that have been newly proposed to CUE as meeting the GER standard; or
  - (c) Courses existing in the NJIT Undergraduate Catalog that are already categorized as a GER course, but have been newly proposed to CUE as meeting the GER standard for a different core GER literacy; or
  - (d) Courses existing in the NJIT Undergraduate Catalog that meet GER requirements as part of a periodic review, assessment, and continuous improvement process.
4. The general conditions for GER course approval
  - (a) Course must be approved by CUE for GER Committee Review
  - (b) Course must be proposed as meeting the GER standard for a specific GER literacy before referral to the GER Committee.
  - (c) Course syllabus and course learning outcomes must be circulated to the GER committee in advance of the committee meeting in which the course's suitability as a GER course is discussed.
  - (d) Course learning outcomes should be proposed in a format that demonstrates how they meet the GER standard for the core GER literacy under consideration. The syllabus should include a weekly schedule indicating each topic covered.

## 5. Procedure for Newly Created Courses

- (a) A newly created course must follow all the procedures required by CUE for approval as a valid undergraduate course. As part of that process, a sample syllabus with specific learning outcomes is submitted to CUE.
- (b) After a course has been approved by CUE, the unit submitting the new course can propose that the course meets the GER standard, and request approval as a GER course from the GER Committee.
- (c) The unit submitting the new course for approval as a GER course must submit a syllabus with learning outcomes and an additional document that demonstrates in what ways the learning outcomes of the course meet the GER standard. The syllabus should include a weekly schedule indicating each topic covered. In the case of a new special topics course for which a syllabus is not available, course learning outcomes aligned with the GER standard must be circulated in advance. The latter exception accords with CUE policy that waives the syllabus requirement for a newly proposed special topics course.
- (d) The GER Committee will analyze these documents and vote for or against approval.
- (e) Collaborative and Overlapping courses: If a newly created course involves course content, instructional resources, or teaching faculty from more than one unit, and the unit proposing this course seeks designation as meeting a GER literacy or GER student learning outcome that is usually taught by another unit, then the policy of the GER Committee requires consultation among the affected units before the GER Committee will vote on the proposal. This policy accords with the standard approval process of CUE, since any new course that involves multiple academic units must secure the approval of all affected Chairs and Deans before any committee vote.

## 6. Procedure for Existing Courses

- (a) A unit may propose that any existing course in the NJIT Undergraduate Catalog designated as meeting the GER standard and request approval as a GER course from the GER Committee.
- (b) The unit submitting the course for approval as a GER course must submit two years of syllabi with learning outcomes and an additional document that demonstrates in what ways the learning outcomes of the course meet the GER standard. The syllabus should include a weekly schedule indicating each topic covered.
- (c) The GER Committee will analyze these documents and vote for or against approval.
- (d) Collaborative and Overlapping courses: If an existing course involves course content, instructional resources, or teaching faculty from more than one unit, or if an existing course is modified so as to involve the course content, instructional resources, or teaching faculty from more than one unit, the home unit of the course can seek designation as

meeting a GER literacy or GER student learning outcome that is usually taught by another unit. As in 5e above, the policy of the GER Committee requires consultation among the affected units before the GER Committee will vote on the proposal. This policy accords with the standard approval process of CUE, since any new or modified course that involves multiple academic units must secure the approval of all affected Chairs and Deans before any committee vote.

## 7. Periodic Review Process

(a) Courses existing in the NJIT Undergraduate Catalog that meet GER requirements will be reviewed as part of a periodic review, assessment, and continuous improvement process to determine if they still meet the criteria for inclusion in the GER. This Office of Institutional Effectiveness will facilitate this process in coordination with the GER Committee.

(b) OIE will provide course-level assessment data to course coordinators for review, analysis, and the identification of any concerns or opportunities for continuous improvement as a GER course. Course coordinators will prepare a plan of action based on these course-level findings. GER Committee will use the findings in its review of the GER status of the course.

(c) Units will be asked to submit their data analysis, action plan, and the materials for specified GER courses based on the procedures listed above: for existing courses taught by one unit, 6b; for courses that involve multiple units or subject matters from multiple units, 6b and 6d.

(d) The GER Committee will analyze these documents and vote for or against approval.

## 8. Re-Submission After a Negative Vote

Any re-submissions of any proposal that has been accorded a negative vote by the GER Committee must reflect and respond to the problem or problems noted by the GER Committee in its initial review of the proposal.