Helpful Hints for General Studies Council Proposals

1. General Studies courses should be:
   a. Student-centered
   b. Focused on the application of concepts
   c. Aligned with the criteria for the General Studies designation(s)

2. Include a current syllabus with the proposal.

3. If multiple topics are offered under a permanent numbered course, please make sure the section of the cover sheet regarding courses with topics has been initialed by the chair or director of the unit. This indicates that all topics under this permanent numbered course will be taught in a manner that meets the criteria for the approved designation(s). It is the responsibility of the chair/director to ensure that all faculty teaching the course are aware of the General Studies designation(s) and adhere to the above guidelines.

4. For courses that are crosslisted and/or shared, a letter of support from the chair/director of each department that offers the course is required for each designation requested. By submitting this letter of support, the chair/director agrees to ensure that all faculty teaching the course are aware of the General Studies designation(s) and will teach the course in a manner that meets the criteria for each approved designation.

5. Be thoughtful about which criteria you decide to make the case for within the criteria checklist. You will need to make a strong case for each criterion so please only select criteria that the course truly meets.

6. Confirm that the proposal and course syllabus are aligned.

7. As the General Studies Council cannot access a specific course’s Blackboard site, please include sufficient details and materials for online course proposals to demonstrate that the course meets the designation criteria.