

## 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. The current syllabus information must also be in Quali Curriculum Management for permanent courses.
3. Confirm that the proposal and course syllabus are aligned.
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. As the General Studies Council cannot access a specific course's Canvas site, please include sufficient details and materials for online course proposals to demonstrate that the course meets the designation criteria.