Draft Outline for Course/Certificate Application Form (11-9-20)

1. LOGISTICS
   a. TITLE OF COURSE
   b. DEPARTMENT
   c. COLLEGE
   d. PREDICTED CLASS SIZE
   e. CREDIT HOURS
   f. FREQUENCY OF OFFERING (MULTIPLE SECTIONS PER SEMESTER, ONE SECTION EACH SEMESTER, ETC.)

2. CONTENT
   a. OUTCOMES ADDRESSED
   b. CATEGORY PROPOSED
   c. SYLLABUS OF PROPOSED COURSE
   d. PROPOSED ARTIFACT (EXAMPLE?)

3. CERTIFICATE
   a. TITLE OF CERTIFICATE
   b. ASSOCIATED COURSES FOR CERTIFICATE
   c. CERTIFICATE OUTCOMES ASSESSED IN THIS COURSE

4. SIGNATURES (PERHAPS ATTACHED EMAILS?)
   a. ACKNOWLEDGEMENT OF COMMITMENT OF RESOURCES (HUMAN AND FINANCIAL) TO REGULAR OFFERING OF CLASS
      i. DEPARTMENT HEAD
      ii. DEAN

5. APPENDICES (on the form)
   a. GENERAL EDUCATION MISSION
   b. GENERAL EDUCATION OUTCOMES WITH DESCRIPTIONS
   c. GENERAL EDUCATION STRUCTURE
   d. OUTCOME RUBRIC SKELETONS
   e. DRAFT ASSESSMENT PLAN
   f. FAQ ON GEN ED COURSES