Procedure

1. Develop a concept and notify your dean that you wish to offer a section.

2. Complete the Course Section Proposal Form (attached). From the list of general education outcome statements and cluster outcome statements, identify a minimum of three general education outcomes and the applicable cluster outcomes that will provide the framework for your section.

3. As you complete the form, develop an assessment plan that will indicate how you will assess the overall performance of students and indicate that they are meeting each of the intended outcomes of the course.

4. Include the general education and cluster outcome statements on the course syllabus.

5. Submit the completed Course Section Proposal form (containing the information detailed in items #1 – 4) to the General Education Assessment Committee via your academic dean for course approval. (The academic dean should forward a copy to the Director of Associate in Arts programs).

6. Assign and collect an essay (instructions attached: General Education Essay Assignment) that will be submitted to the General Education Assessment Committee (via the Director of Associate in Arts). The instructor is not required to grade this essay or to include it in their assessment plan. The instructor has the option of incorporating this assignment into their assessment plan.

7. Use the results of the assessment plan to complete the General Education Scoring Rubric (attached). Submit the completed rubrics to the General Education Assessment Committee (via the Director of Associate in Arts).

8. Complete the questionnaire relating to overall student performance, including the number of students who failed to complete the term with possible explanations for the lack of completion, the level of student engagement and the general quality of their work. The questionnaire is attached at the end of this document.

9. You are encouraged to provide a summary narrative of your Connections experience, including any additional comments or information considered to be useful. These narratives will provide valuable qualitative information to the General Education Assessment Committee and will help to provide a comprehensive report on the effectiveness of Hillsborough Community College’s general education program.