

Requesting the **Addition** of a General Education Course Designation Information and Request Form

General education course offerings are established based on several criteria, some of which are required by the Florida Department of Education (FLDOE¹) and/or the College's regional accreditor, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC²). Other factors include scheduling, curriculum, and transfer processes and general education requirements for the associate of science (AS) and bachelor degree programs.

Preparing to Make the Request

Faculty who wish to request the addition of a general education designation to a course must follow the steps outlined in the General Education Course Change Process to ensure the course meets all criteria, and explain why the designation should be added. The process and criteria are below.

General Education Course Change Process

1. Faculty identify the benefit to students in the PBSC associate in arts, AS, or bachelor degree programs, and identify any impact to their transfer to in-state public universities, if the general education designation is added.
2. Cluster faculty meet, if needed, with program director or associate dean of any program that may be affected if the general education designation is added.
3. Cluster approves, formally documenting the justification and cluster agreement/approval in the minutes.
4. Cluster chair or designee must complete the Course Change Request to Add General Education Designation Form (page 2) and submit to Academic Services (whitec2@palmbeachstate.edu).
5. Curriculum Coordinator forwards as an agenda item to the General Education Council chair.
6. General Education Council chair coordinates meeting date and time with cluster representative(s).
7. Cluster representative(s) meet(s) with the General Education Council to discuss request.
8. General Education Council makes recommendation to Curriculum Committee through Academic Services.
9. Curriculum Committee makes recommendation to the Vice President of Academic Affairs (VPAA).
10. VPAA makes recommendation to the District Board of Trustees (DBOT) for final approval (per DBOT policy 6Hx-18-2.01³).
11. Approvals become effective in the subsequent academic year if catalog scheduling permits (the year after otherwise).

Criteria for General Education Courses

Courses that count toward the required general education credits must meet criteria established by the College, the state, and SACSCOC. General education courses...

- ...support the PBSC general education philosophy and at least one applicable institutional learning outcome.⁴
- ...fit within at least one pathway (based on meta majors until formal pathways are announced).⁵
- ...support internal programs and transfer to in-state public universities.
- ...fit within one of the following areas: communication, humanities (literature and fine arts), mathematics, natural science, and social science to align with state and accreditation requirements.^{1,2}
- ...include "high-level academic and critical thinking skills" to align with state requirements.¹
- ...contribute to general education as a whole, rounding out the "breadth of knowledge" to align with regional accreditation requirements... reinforce cognitive skills,... and not be focused on "skills, techniques, and procedures specific to the student's occupation or profession" to align with regional accreditation requirements.²

¹ FL Statute 1007.25: http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1007/Sections/1007.25.html

² SACSCOC Principles of Accreditation: Foundations for Quality Enhancement (2017, pp.20-22): <http://www.sacscoc.org/pdf/2018PrinciplesOfAccreditation.pdf>

³ DBOT Policy #6Hx-18-2.01: <https://www.palmbeachstate.edu/boardoftrustees/Documents/BoardPolicies/Section2/2.01.pdf>

⁴ PBSC General Education Philosophy and Learning Outcomes: <https://www.palmbeachstate.edu/learningoutcomes/general-education-learning-outcomes.aspx>

⁵ Meta-majors at PBSC: <https://www.palmbeachstate.edu/academicservices/curriculum-and-programs/metamajor.aspx>

Course Change Request to ADD GENERAL EDUCATION DESIGNATION

Submit completed form and cluster minutes with documented approval to the curriculum coordinator in the Office of Academic Services.



1. **Date:** _____
2. **Name of faculty member submitting request:** _____
3. **Course ID and title:** _____
4. **General education area (check only one):**
 - Communication
 - Humanities
 - Mathematics
 - Natural Science
 - Social Science

5. In the box below, check the criteria met by this course.

The course supports the PBSC general education philosophy.

The course supports at least one applicable institutional learning outcome.

The course fits within at least one pathway (based on meta majors until formal pathways are announced).

The designation supports internal programs and transfer to in-state public universities.

The addition of the course has been approved by the cluster and documented in the cluster minutes from the current or previous academic year.

The course includes “high-level academic and critical thinking skills” to align with state requirements.

The course contributes to general education as a whole, rounding out the “breadth of knowledge” to align with regional accreditation requirements.

The course “reinforces cognitive skills” to align with regional accreditation requirements.

The course is not focused only on “skills, techniques, and procedures specific to the student’s occupation or profession” and so aligns with regional accreditation requirements.

6. In the box below, provide the course learning outcomes that align to the general education area.

7. Complete the table below to provide a justification to add the general education designation.