Foundation of Knowledge Policies and Procedures (rev Apr 2012)
Approved by Faculty Senate May 4, 2012 – Pending Board of Regents Approval

The Foundation of Knowledge Program is designed to be dynamic, maintaining enough flexibility to adapt to changing needs of students while also maintaining enough stability to facilitate:

- a focus on enhancing student learning in courses over time,
- integration of student learning from the knowledge areas into other courses (*e.g.*, learning communities, vertical integration in a major, minor, or area of concentration), and
- assessment of student performance relative to the stated outcomes of the Foundation of Knowledge program so that efforts to increase student learning are based on evidence-driven inquiry.

This evidence-driven practice will come from an assessment strategy that emphasizes both formative and summative evaluation at the overarching program level, as well as at the level of the individual courses that make up the program.

Section 1: New Course Approval and Ongoing Review and Re-approval of Existing Courses:

1. A guiding principle of the changes to the general education program resulting in the Foundation of Knowledge Program was creating a coherent learning experience that prepares students for life and work in a rapidly changing 21st Century environment.

   The Foundation of Knowledge Program is capped at 125 courses to include up to 12 unique Honors Program courses. The Interim General Education Committee (IGEC) will periodically reevaluate the course limit based on program evaluation findings to determine the number of courses to satisfy institutional needs, student needs, and changes in total student enrollment.

2. For the purposes of this limit, Honors sections of existing courses, the first course in alternate versions of the calculus sequence in mathematics, and writing courses specific to a discipline meeting the requirements for ENG 291, are treated as sections rather than courses.

3. Faculty/departments/programs may propose general education pilot courses to provide the flexibility needed for programmatic improvement and to uphold the shared governance principle that faculty control the curriculum. Courses proposed as pilot courses go through the established UCC process, and are then forwarded to the IGEC for approval as pilot courses.

4. The pilot course process will serve as the point of entry for proposing new permanent courses for the Foundation of Knowledge Program.

    a. Faculty/departments/programs proposing pilot courses will submit a course design and assessment plan for review to the Office of General Education. Upon request, the Office of General Education will offer support in the design and/or assessment of the proposed course.

    b. IGEC will review pilot courses every semester offered, for a maximum of four offerings. During the review period, the pilot courses will demonstrate how the outcomes for the proposed Foundation of Knowledge category are being met. Students successfully completing pilot courses earn credit for the categories the courses propose to satisfy.

    c. At the end of the review period, IGEC will determine if a pilot course may be proposed as a new permanent course in the Foundation of Knowledge Program. This determination will include an analysis of current curricular needs relative to improving the program's ability to provide for achievement of the student learning outcomes, an analysis of current offerings in the category in which the course is proposed, and needs related to student enrollment.

    d. If the cap prevents the course from entry into general education as a permanent course, the committee may decide to increase the cap, recommend to the University Curriculum Committee replacing an existing course in the category with the new course or make a determination that the pilot course may be offered for two additional semesters to allow time to collect data on programmatic needs and current offerings to guide the decision on final inclusion of the course in the general education program. Proposals are required to conform to the requirements set forth by UCC for Course Certification.

    e. If recommended by IGEC, pilot courses will be forwarded to UCC for final certification and inclusion in the Foundations of Knowledge.

    f. Students taking pilot courses to complete general education requirements will be held harmless should those courses subsequently not be approved for inclusion in the Foundation of Knowledge.

5. All current Foundation of Knowledge courses are required to complete the General Education Course Review Form as specified in the General Education Assessment Plan#. The Office of General Education will provide an annual report to IGEC summarizing the findings from the Course Review process. The Department Chair or Program Director, in consultation with the Director of

General Education, may initiate a review of a course by IGEC. The IGEC committee will make recommendations, based on the outcome on the review.

Section 2: Programmatic Review of Foundation of Knowledge

1. Every five years a programmatic review of the Foundation of Knowledge Program will be completed under coordination by IGEC and the Office of General Education.
2. As part of the Review, the Director of General Education will review all programmatic assessment data collected across all categories and prepare a report for IGEC. The report will include enrollment data and analysis of the extent to which outcomes of the Foundation of Knowledge Program are being met and provide recommendations for improving the program.

Appendix A (previously approved by UCC)

Course Certification

While the charge of both GEEC and GEPSC did not specifically request policy for the process of implementing and maintaining the proposed general education program, several of the GEPSC subcommittees chose to include some ideas in their proposals. We feel it necessary to develop such policy simultaneously with the proposed program structure, and offer the following suggested guidelines for further discussion:

- The UCC and college curriculum committees will be responsible for general education course certification.
- Certified general education courses must be offered at least once every academic year.
- Faculty submitting courses for general education certification must address in their application paperwork how the baseline SLOs for their submission category will be addressed in the course activities. Assessment methodologies for these SLOs must also be presented.

- Faculty must submit a syllabus for each course certification proposal that clearly indicates the SLOs and assessment methodologies, along with some indication as to how multiple section offerings of the course will support these statements.
- Courses may only be certified in a single category, unless the course is listed in both the "Elective in Global Viewpoints" category and the "Culture and Creativity" or "Self and Society" categories.
- Following initial certification, all general education courses must be recertified every four years.

To be considered for recertification, faculty must provide assessment results to demonstrate that students have mastered the baseline SLOs to some proficiency.

The Foundation of Knowledge Program (FOK) is designed to be dynamic, maintaining enough flexibility to adapt to changing needs of students while also maintaining enough stability to facilitate:

- a focus on enhancing student learning in courses over time,
- integration of student learning from the knowledge areas into other courses (e.g., learning communities, vertical integration in a major, minor, or area of focus), and
- assessment of student performance relative to the stated outcomes of the Foundation of Knowledge program so that efforts to increase student learning are based on evidence-driven inquiry.

This evidence-driven practice will come from an assessment strategy that emphasizes both formative and summative evaluation at the overarching program level, as well as at the level of the individual courses that make up the program.

A guiding principle of the changes to the General Education Program resulting in the Foundation of Knowledge Program was creating a coherent learning experience that prepares students for life and work in a rapidly changing 21st Century environment. The General Education Committee (GEC) is charged with guiding the program.

Foundation of Knowledge Program Structure
The Foundation of Knowledge Program is capped at 125 courses. Honors Program cohort courses that fulfill program requirements constitute nine courses in this count. MAT 128-129 and all Written Communication II courses (i.e. ENG 102 and all 291Ws) count as one course in the respective list.

To ensure breadth of immersion in the general education program, only two courses with the same prefix can be used toward the completion of the general education requirements across the program categories of Oral Communication, Mathematics & Statistics, Natural Science, Cultural Pluralism, Individual and Society, Culture and Creativity, and Global Viewpoints. Courses completed in the Written Communication category do not count toward the two-prefix limit.

In meeting the "Scientific & Quantitative Inquiry," "Self & Society," and "Culture & Creativity" requirements, students may use only one course from any given discipline. Students may only apply one foreign language course in fulfillment of the Culture and Creativity category.

New Course Approval

Proposed general education courses go through the established curriculum process, first reviewed by the GEC then sent to UCC for approval. GEC will review the proposal based on information provided in the new course proposal form and supporting documentation. General education courses go through the established curriculum process, including review by the GEC before UCC. Unless otherwise decided, the GEC will accept proposals for new courses every fall semester.

Program Review and Course Recertification
Every five years a programmatic review of the Foundation of Knowledge Program will be completed through coordination of GEC, the Faculty Director of General Education, and the Vice Provost's Office. As part of the review, the Faculty Director of General Education will review all SLO assessment data collected across all categories and prepare a report for GEC. The report will include enrollment data and analysis of the extent to which outcomes of the Foundation of Knowledge Program are being met and provide recommendations for improving the program.

All current FOK courses are required to: 1) include appropriate FOK category SLOs in the syllabus; 2) use FOK course template; 3) submit artifacts for general education assessment; and 4) fill out and submit form showing evidence of using the assessment results to seek improvement of student learning. Courses for which required materials are not provided will be subject to review and removal from the program.

Certified general education courses must be offered at least once every two academic years or will be subject to review and removal from the program. The Faculty Director of General Education will be responsible for tracking whether or not FOK courses are offered at least once every two academic years. GEC will review the proposal based on information submitted.

FOK Program 2012 Policy Revision Rationale

Policy changes are primarily due to outdated language, issues the GEC encountered in the intervening years assessing the program, and concerns of the GEC regarding foundational aspects of the program. The GEC unanimously approved each individual change, as well as the final policy. As such, here is a summary of the changes.

- GEC is the permanent committee that replaced IGEC
- Updated FOK course cap information detailing how certain courses count toward the 125 limit
  - Based on curriculum changes in Honors, mathematics, and English
- Instituted a two-prefix limit that was largely being followed, but apparently not specifically indicated anywhere
- Removed all references to pilot courses and the pilot program, detailing the process for new course approval
- Implemented specific steps for program review and course recertification, based on the GEC's completion of the first program assessment
  - Process based on how assessment was completed and the need to ensure artifacts will be submitted for review, due to collection issues encountered during the first round of assessment
- Implemented review process to ensure FOK courses are regularly offered