
INTEROFFICE MEMORANDUM

TO:

FROM: MARCIA KING-BLANDFORD, CHAIR, F.S. CORE CURRICULUM COMMITTEE

SUBJECT: REVIEW OF UT CORE/GENERAL EDUCATION COURSES

DATE: 9/24/2010

CC: DR. Y.T. LEE, DEAN, COLLEGE OF ARTS AND SCIENCES; BARBARA FLOYD, CHAIR, FACULTY SENATE; DR. CAROL BRESNAHAN, VICE PROVOST, ACADEMIC PROGRAMS AND POLICIES

On April 26, 2005, the Faculty Senate approved *The Guidelines for the Development of General Education Courses*. These Guidelines identify key elements to be included in each general education course syllabus along with establishing an ongoing review of the UT Core/General Education curriculum. During spring 08, the F.S. Core Curriculum Committee will be working to align all general education designated courses with the approved *Guidelines*.

In order to comply with *The Guidelines*, the following is needed:

- 1.) One (1) electronic copy for each designated UT Core/general courses taught by your department. Please use Fall 2007 or the most recent for your submissions. If your department uses a master syllabus, the submission of the master syllabus will meet the requirements. If your department offers multiple sections of the general education course, a copy of each section of the course will need to be submitted. The request for a copy of each section's syllabus is necessary to insure consistency with the course description and the original course approval.
 - 1a.) Each electronic syllabus must contain the specific fields identified on the attached syllabus template.
- 2.) A memo from the chair on the departmental listing the intent to offer core/general education designated courses. The Guidelines state, '**A course which has been accepted into the general education curriculum must be offered at least once every two years**, barring extenuating circumstances such as sudden loss of teaching faculty or resources which prevent the offering of a particular course (*Guidelines*, 2005, p.4).
 - 2a.) If the course is not currently being offered 'due to extenuating circumstances,' or the department would like the course removed from the inventory; please let us know in writing.

- 2b.) A copy of the UT Core/General Education courses offered since 2002 is attached. Along with a copy of the distribution of Core/General Education courses taught during the day, evening, and/or distance learning.

All of the requested information needs to be returned to my attention no later than Friday, February 15, 2008. This information has been posted to both the Faculty Senate and Provost's web site. If you have questions, please feel free to contact any of the members of the F.S. Core Curriculum Committee.

Thank you very much.

Marcia King-Blandford, Chair, F.S. Core Curriculum Committee
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