GER Audit and Review Guidelines  
Spring 2014

Departmental Responsibilities

Submit:

1) A brief narrative that summarizes
   a) faculty/teaching academic staff/ad hoc participation in teaching GER approved courses
   b) any resource allocations that limit GER course offerings or class size, other challenges/successes
   c) assessment results, lessons learned, future plans resulting from assessment review

2) A complete list of GER approved courses, with instructor names, rank, and teaching credentials relevant to the subject and learning goals

3) Updated syllabi for all GER courses on the above list. Syllabi should include
   a) proper GER documentation linking course learning goals to UWM GER criteria and UW System Shared Learning Goals
   b) identification of at least one class assignment or activity that will be used to simultaneously assess at least one UWM GER and one UWM System Shared learning goal
   c) an assessment plan that describes assessment process and identifies measures used to collect data

4) Assessment data from the most recent assessment cycle. Include a
   a) brief description of the assessment process and measures used to collect data
   b) summary of GER learning objective findings
   c) description of how assessment data were used to monitor or modify GER course content
   d) representative amount of the data collected

APCC GER Subcommittee Review Procedures/Responsibilities

1) Ensure all approved GER courses are on the department list of courses
2) Review all syllabi for inclusion of UWM/UWS GER documentation
3) Review instructor credentials for GER courses
4) Make recommendations on continued GER status for individual courses
5) Respond to appropriateness of assessment method and use