

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 UW 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