

gtPathways Course Nomination Protocol

All nominated courses will be allowed three (3) opportunities for review (see order of review below).

If a course fails to receive recommendation for placement in the state's gtPathways curriculum upon **initial review**, the nominating institution may resubmit the course(s) provided the re-submission nomination packet is tailored specifically in response to reviewers' comments supporting the "not recommended" label.

If a course fails to receive recommendation for placement in the state's gtPathways curriculum a 2nd time, the nominating institution must wait 6 months prior to re-submitting the course for a **3rd and final review**.

Courses not reviewed due to time constraints will take priority during subsequent review sessions.

Order for Review of Nominated Courses:

1st – Those courses nominated but not reviewed previously due to time constraints.

2nd – Courses being reviewed for the 3rd and **FINAL** time

3rd – Courses being reviewed for the 2nd time

4th – Courses nominated for initial review

Resubmitted courses will have top priority for review. Institution officials nominating courses for the 2nd and 3rd time will be asked to tailor their re-submission nominations in response to reviewers' comments concerning their "not recommended" designation.

12/1/2005

PROTOCOL for the SUBMISSION OF COURSE NOMINATIONS

Submissions:

- Please include the following materials with each course submission:
 - Nomination Form
 - Must include written/electronic signature (CCHE will assume institutional contact is signatory, unless informed otherwise).
 - Syllabus (and accompanying course materials)
 - Syllabus + course materials must be adequate evidence of compliance with content and competency requirements.

- Where/how to send nominations
 - Electronically (Please note that excessively large files may pose a challenge and have to be sent as separate, smaller emails);
 - Electronically as “zip files”
 - On a cd (Via Traditional Mail) REQUIRED**
 - Hard Copies (Via Traditional Mail)
 - (DEADLINE: 2-10-06 for February 24th Review)**

- The form of the submissions
 - Cover Sheet (should include statement confirming that the courses within the packet have been reviewed and are complete) (see gtPathways Protocol)
 - List of courses nominated (see gtPathways Protocol)

Evaluations:

- Generic Evaluation Section
 - Check for Technical Sufficiency.
 - Check for the Content requirements.
 - Check for the Competency requirements.
 - Explain in detail reasons for final decision.
 - One evaluation sheet for each evaluation sub-committee (signed by the Content Committee Chair and returned to the submitting institution).
 - Cover sheet for each course reviewed that will include the initials of members of the Review Committee and Committee Chair.
 - Remind people of what the composition of the review committees is: 2 reviewers from the 2-year schools, 1 reviewer from a 4-year college, 1 reviewer from a research institution, or a committee of three, in which case the ruling on the course must be unanimous.

-GOAL – Ensure that each review team has at least one person with prior review experience.

gtPathways Course Nomination Resubmission Guide

Each institution participating in gtPathways will identify a primary contact person to be in charge of their gtPathways paperwork, including nominated courses, resubmissions, the Institutional Checklist (described below), and any other related materials. The primary contacts can be the representatives currently serving on either Academic Council or GE 25 Council AS WELL AS other institution personnel appointed by Presidents, Provosts and Vice Presidents of Academic Affairs. Once institutions have identified their gtPathways liaison, CCHE will create a list serve of institutional contacts. The gtPathways liaisons will serve as contacts for their campuses, answering questions and responding to concerns the CCHE may have regarding their institution's nomination packet/nominated courses and *resubmissions.

Institution officials re-nominating courses will be ***required*** to address and respond to reasons for their "not recommended" designation in order for the courses to be reconsidered for placement into the gtPathways curriculum.

Institution officials nominating courses will be ***required*** to establish a rationale for the re-submission of previously excluded courses (**the Combined Nomination Form(s) will be provided**).

Institution officials re-nominating courses will be asked to respond to one or both of the following areas:

TECHNICAL CONCERNS: (Please check all that apply)

Original nomination was lacking syllabus ____

Original nomination was lacking appropriate signatures ____

Original nomination packet was otherwise incomplete (See gtPathways

Nomination Checklist) ____ (List items that the original nomination omitted):

SUBSTANTIVE CONCERNS:

Please attach reviewer comments/justification for the "not recommended" designation and respond to the question below. Please use the back of this sheet if you need additional space to respond.

How has the course been modified to address the concerns raised by the review committee(s)? _____

Notification of gtPathways Course Review
NOT RECOMMENDED
COURSE STATUS

Review Date: _____

Course: _____

Institution: _____

Content Area: _____

This information is provided in order to notify your institution that this course was not recommended for gtPathways curriculum for the following reasons:

TECHNICAL CONCERNS:

Original nomination was lacking syllabus ____

Original nomination was lacking appropriate signatures ____

Original nomination packet was otherwise incomplete (See gtPathways

Nomination Checklist) ____ (List items that the original nomination omitted):

SUBSTANTIVE CONCERNS:

Please refer to the attached reviewer comments/justification for the “not recommended” designation.

12/1/2005

gtPathways
Course Nomination/Re-nomination
CHECKLIST
OPTIONAL

In order to more easily facilitate intake and reporting of nominated courses and their status post-review, please consider utilizing this Checklist (either electronically or in hard copy form) prior to sending your course nominations, including resubmissions, to the CCHE gtPathways/Guaranteed Transfer.

Check only those that apply.

___ The correct nomination form has been used for this course (**Nomination Form** for initial course nominations, **Re-Nomination Form** for courses being resubmitted for consideration)

___ Science course(s) with labs are submitted in one packet with **one nomination form** and **two syllabi (one for the lecture, one for the lab)**.

___ Current course syllabi attached to nomination form, (additional generic or institutional syllabus **NO LONGER REQUIRED**). **Course Outline** with syllabus **REQUIRED**.

___ Nomination form is complete; each box that requires information is correctly completed.

___ Forms requiring official administrative signatures have been completed.

___ Nominated and re-nominated course(s) are placed in the gtPathways Content area that is the **best possible fit/match** for the nominated course (review content/competencies if necessary).

___ Course(s) are nominated in **ONLY ONE CONTENT CATEGORY AND ONE SUB-CATEGORY**, (e.g., History, Ways of Thinking).

___ **Institutional Cover Sheet** listing the following for each nominated course: pre-fix, number, title and its corresponding content area **AND** code (for sub-category), is **ATTACHED**, (e.g., Hist 100: American History 1850 to the present/GT-HI1)

___ Institution courses are listed according to gtPathways Content Area (A & H, Comm, Math, N & P Sci, S & B Sci), in alphabetical order and by ascending numbers, and are **ATTACHED** (on **Institutional Cover Sheet**).

___ **Institutional copy of nominated courses has been retained for the internal records of the nominating institution.**

**gtPathways
CALENDAR
2005-2006**

DATE	EVENT
December 12, 2005	Review of CCCS' Integrated Math and Science Courses, CCHE, 10am-4pm
December 12, 2005	GE 25 Council Meeting
February 10, 2006	Rolling Submission Deadline
February 13, 2006	GE 25 MEETING
February 24, 2006	REVIEW - Cycle IV, Round I
March 13, 2006	GE 25 MEETING
March 31, 2006	Rolling Submission Deadline
April 10, 2005	GE 25 MEETING
April 14, 2006	REVIEW – Cycle IV, Round II
May 8, 2006	GE 25 MEETING
June 12, 2006	GE 25 MEETING
July 10, 2006	GE 25 MEETING
August 7, 2006	GE 25 MEETING
September 11, 2006	GE 25 MEETING
October 9, 2006	GE 25 MEETING
November 13, 2006	GE 25 MEETING
December 11, 2006	GE 25 MEETING

**-SAMPLE-
REQUIRED**

Institutional Cover Sheet
gtPathways
Institution Name

Nominating Institution	Course Prefix/Number	Course Title	Course Content Area	Course Content Sub-Category	Status of Course
Institution Name	Phil 120	Intro to Philosophy	Arts and Humanities	GT-AH3	To Be Determined
Institution Name	English 150	College Research Paper	Communications	GT-CO1	To Be Determined
Institution Name	Math 180	College Algebra	Math	Math	To Be Determined
Institution Name	Biology 115 + Lab	Survey of Biology	Natural & Physical Science	Natural & Physical Science	To Be Determined
Institution Name	History 100	American History	Social & Behavioral Sciences	GT-HI1	To Be Determined

Instructions for completing your Institutional Cover Sheet:

1st - Please ensure that the prefix and numbers of course listings, (shaded in yellow), are alphabetically arranged within the gtPathways Content Areas as they appear on the ***Combined Nomination Form***: (Arts and Humanities, Communication, Mathematics, Natural and Physical Sciences, Social and Behavioral Sciences);

2nd - Please list your institution's courses in ascending order, (low to high course numbers), within their respective Content Areas;

3rd - Please number the pages of your institution's Cover Sheet **and include a header.**

-SAMPLE-

**Institutional Cover Sheet
gtPathways**

Institution: _____

Date of Submission: _____

Total Number of Submissions: _____

Senior Academic Officer Endorsement

By completing this section, I attest to the following:

I have reviewed the gtPathways submissions attached to this Cover Sheet and officially confirm that the courses herein are-or will be automatically upon approval as a gtPathways course- an approved general education course at my institution. The course nominations and all submissions have been **reviewed** and are **complete**.

Name of Provost/Vice-President of Instruction:	Signature (Electronic Accepted):
Name of Institution:	Date:
E-Mail:	Phone:

12/1/2005

gtPathways
GENERAL EDUCATION EVALUATION
Content Committee
CHAIR'S COVER SHEET

GE Content Area/Sub-category: (Please check one Content Area and one sub-category within that Content Area)

<input type="checkbox"/>	Arts and Humanities	<input type="checkbox"/>	Arts and Expression (GT-AH1)
		<input type="checkbox"/>	Literature and Humanities (GT-AH2)
		<input type="checkbox"/>	Ways of Thinking (GT-AH3)
		<input type="checkbox"/>	Foreign Languages (GT-AH4)
<input type="checkbox"/>	Communication	<input type="checkbox"/>	Introductory Writing (GT-CO1)
		<input type="checkbox"/>	Intermediate Writing (GT-CO2)
<input type="checkbox"/>	Mathematics	<input type="checkbox"/>	All Criteria required – do not need to select (GT-MA1)
<input type="checkbox"/>	Natural & Physical Sciences	<input type="checkbox"/>	With Laboratory (GT-SC1)
		<input type="checkbox"/>	Without Laboratory (GT-SC2)
<input type="checkbox"/>	Social & Behavioral Sciences	<input type="checkbox"/>	History (GT-HI1)
		<input type="checkbox"/>	Economic or Political Systems (GT-SS1)
		<input type="checkbox"/>	Geography (GT-SS2)
		<input type="checkbox"/>	Human Behavior, Culture or Social Frameworks (GT-SS3)

Course Information: (REQUIRED)

Institution and Code: (Please check your institution's name and code number)

Institution	Code
Adams State College <input type="checkbox"/>	1 <input type="checkbox"/>
Colorado Community College System <input type="checkbox"/>	2 <input type="checkbox"/>
Colorado School of Mines <input type="checkbox"/>	3 <input type="checkbox"/>
Colorado State University – Fort Collins <input type="checkbox"/>	4 <input type="checkbox"/>
Colorado State University – Pueblo <input type="checkbox"/>	5 <input type="checkbox"/>
Fort Lewis College <input type="checkbox"/>	6 <input type="checkbox"/>
Mesa State College <input type="checkbox"/>	7 <input type="checkbox"/>
Metropolitan State College of Denver <input type="checkbox"/>	8 <input type="checkbox"/>
University of Colorado – Boulder <input type="checkbox"/>	9 <input type="checkbox"/>
University of Colorado – Colorado Springs <input type="checkbox"/>	10 <input type="checkbox"/>
University of Colorado at Denver and Health Sciences Center <input type="checkbox"/>	11 <input type="checkbox"/>
University of Northern Colorado <input type="checkbox"/>	12 <input type="checkbox"/>
Western State College <input type="checkbox"/>	13 <input type="checkbox"/>

gtPathways
GENERAL EDUCATION EVALUATION
Content Committee
CHAIR'S COVER SHEET, p.2

Course Prefix: _____

Course Number: _____

Roster of Reviewers

Name	Content Area	Institution	Code

Chair: Please check the appropriate box based upon the results of the reviewers' evaluations. Check ONLY ONE BOX per review session, attach all review sheets to this cover sheet and sign and date the cover sheet.

RECOMMENDED <input type="checkbox"/>	NOT RECOMMENDED <input type="checkbox"/>
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If the course was not recommended for placement into the gtPathways curriculum, please attach the **Notification Form for courses NOT RECOMMENDED.**

Date	Chairperson's Name (Printed)	Chairperson's Name (Signature)
<i>February 24, 2006</i>		

Additional Comments:

Please use the back of this sheet for additional comments.