

**FOR GENERAL EDUCATION DELIVERED THROUGH
COURSES IN**

AS ADMINISTERED BY THE

for the period

to

Date submitted 12 Jan 2024

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Introduction and General Instructions

The UC Davis General Education requirement advances the intellectual growth of undergraduates. By taking courses outside of their majors, students deepen their interdisciplinary knowledge, broaden their perspectives, and hone skills crucial for thoughtful, engaged participation in our community, nation, and world.

Our General Education requirements ask the students to show mastery in eight core literacies:

- American Cultures, Governance, and History
- Scientific Literacy
- Domestic Diversity
- Visual Literacy
- Oral Literacy
- World Cultures
- Quantitative Literacy
- Writing Experience

The GE requirements and the minimum elements for the GE literacies can be found at: <https://ge.ucdavis.edu/>.

The General Education assessment program consists of two parts:

- I. GE Committee in-depth assessment of specific courses (including assessment of student work)
- II. Program self-assessment of all GE literacy designated courses.

The GE assessment program was created in response to past WASC review recommendations that all departments consistently gather, analyze, interpret and use assessment data for improvement. The GE assessment provides an overall view of the GE program and suggests ways in which it could be improved.

I. GE Committee In-Depth Assessment of Specific Courses

The first part of the General Education assessment program is the GE Committee in-depth assessment of selected courses. From the list of GE courses offered by each department or program undergoing cluster review, the committee selects several courses to be given an in-depth assessment. The department or program is then asked to submit specific documents in support of this assessment. The GE Committee's assessment will consider if the minimum elements of each literacy are clearly demonstrated by the submitted materials. The requested documents include:

- a statement (maximum of one page) from the department explaining how the course under review addresses the literacy. Statements should include an articulation of how the submitted materials, both individually and collectively, do or do not address each of the literacy's minimum elements. This statement helps GE reviewers to better assess the degree to which the course successfully delivers the literacy. In preparing the statement, please carefully review the literacy's minimum elements, via the literacy documents at <https://ge.ucdavis.edu/faculty-staff-resources>.
- an assignment that reflects the literacy under consideration
- three pieces of graded student work (with names redacted) from the assignment. The student work samples should consist of one average performance, one below average performance, and one above average performance.
- a course syllabus

See the section III. for a detailed list of documents your unit will need to submit.

II. Program Self-Assessment of All GE Literacy Courses

The second part of the General Education assessment program is the program's self-assessment (audit) of all GE literacy designated courses. The GE Committee recognizes that courses evolve with time and with changes of instructor. The program self-assessment is meant to test the degree to which courses still address the GE literacies for which they have been approved and to create a plan of action if necessary.

The program should identify one instructor for each course approved for GE literacies, then ask that instructor to review the minimum elements of the GE literacies and indicate whether the course meets the minimum elements for all literacies for which it was approved. If the course does not meet the minimum elements of a literacy, then the program should indicate their plan of action: (1) adjust the course curriculum to bring it in line with the minimum elements of the literacy, or (2) to submit a modification request in ICMS (Integrated Curriculum Management System) to remove the GE literacy from the course. For each course, please include the name and contact information of the instructor who reviewed the course, so that the committee will be able to contact that person in the event of questions or concerns.

A spreadsheet including all of the GE classes offered by your program will to be used to complete this self-assessment and can be found through a Box link at: <https://academicsenate.ucdavis.edu/committees/undergraduate-council/general-education>

How does your program provide information to instructors about the minimum elements and GE literacies for the courses they are teaching? If this is not currently done, how will you plan to do this in the future?

Before assigning a course with a GE requirement to a new instructor, the vice-chair for the undergraduate program discusses the GE requirements, points the instructor to the website where the minimum elements are discussed, and confirms that the instructor is willing to meet the minimum elements. Please note that we have very few GE courses in the physics department, so this is not time consuming. We also provide all new instructors (not just GE courses) with a list of previous instructors, and encourage them to reach out for advice. The guidance document the current vice-chair has prepared detailing the responsibilities of the vice-chair position notes this responsibility, so that it will not be forgotten by the next vice-chair.

III. Document Checklist

Please submit these documents to GE Committee analyst Theresa Costa (tacosta@ucdavis.edu) by Tuesday, January 2, 2024. If you have questions about the submission of these documents, or if any of the courses listed here will not be offered in any of spring, summer, or fall 2023, please contact Theresa as soon as possible.

1. GE Assessment Instructions (this document)
2. Program self-assessment spreadsheet

PHY 122A (Writing Experience) – Submit 4 PDF documents

3. WE Statement: A statement (maximum of one page) from the department explaining how the submitted material meets the literacy and addresses each minimum element. Please review the requirements and minimum elements at <https://ge.ucdavis.edu/faculty-staff-resources>.
4. WE Assignment: An assignment which reflects the approved literacy. Include the grading rubric if appropriate.
5. WE Student Work: Three pieces of graded student work (with names redacted) from the assignment. The student work samples should consist of one average, one below average, and one above average.
6. Course syllabus