

GENERAL EDUCATION CORE CURRICULUM  
Mathematics Panel Decision Rules and Precedents

Course Review Procedures

A recent representative syllabus in electronic form is required by the panel for course review. Should a calculus course, other than Business Calculus, be submitted for approval, a syllabus for each course in the entire sequence must be submitted so that the proper assignment of IAI code can be made. If the course has yet to be taught at an institution, a sample syllabus intended for future students is still required.

Institutions sending a course to this panel for approval should document that the course has gone through that institution's process and verify that the course is an appropriate submission. The process should have begun at the individual instructor level, but it should have received approval of the department prior to proceeding to the next step of the college's established process of review.

The course syllabus should clearly indicate the following elements:

- Course prefix
- Institutional course number and title
- The official Catalog Course Description
- IAI Code Course Objectives
- Semester credit hours
- Course Outline which includes more detail than the text book chapter list
- Prerequisite information which includes:
  - Institutional prefix with dept. and course number
  - Full course title
  - Delivery Modes
  - If IAI approved prerequisite, IAI code
  - Co-Requisite Courses should be clearly indicated within the submission information, a breakdown of the developmental vs. college-credit content
- Methods of evaluation of student learning
- Textbook(s)/Learning Resources used – see information below
- Any technology used as required by the IAI descriptor
- **Detailed daily or weekly schedule of topics to be covered which includes more detail than the text book chapter list** - The submission should show a weekly or daily schedule indicating how the material will be covered. This schedule will be used to determine if appropriate time is being spent on specific topics that make up the course. Do not list simply, "Chapter 1, Chapter 2, section 3.6" etc. The topics **MUST** be stated

### General Coding Practice

A course can only be assigned to one GE Math code/description. Institutions should be clear and careful in determining which IAI code is identified for any syllabus submitted for approval. The institution should also assure that the course meets the minimum semester credit hour requirement.

Courses from the same identifier may be counted for completion of the GECC package. Students at schools *on a quarter calendar* may need to complete two courses to equate to a one-semester course – a common equivalency is three quarter-credits equal two semester- credits and five quarter credits equal three semester credit hours.

### Prerequisites

The prerequisites, including prefix, number and title, for any course to be submitted for approval to the panel should match the prerequisite listed in the IAI course description. Any course material submitted for approval that does not state at least these prerequisites will not be approved on this basis alone. Any prerequisites required for admission to the institution should be referenced in the submission materials.

### Course Descriptions

The course description should compare favorably to the description given on the iTransfer website. Courses that do not follow the suggested description will not be approved. For example, for M1 902 General Education Statistics, it is necessary that the description (and the content) state that both descriptive and inferential statistics will be covered adequately; and for M1 904 General Education Mathematics, the description must clearly show that only three or four topics will be studied in depth and three of the topics must come from the suggested topics.

### Course Content and Objectives (Student Learning Objectives)

The course content should verify the course description. An outline of the course content is expected (this could be included in the daily or weekly schedule). The objectives should state clearly the learning outcomes for students and should be stated in such a manner that it is clear how one would assess them.

### Textbooks/Learning Outcomes

The syllabus should include the text that will be used for the course, the author, and date of the publication. If there are supplemental texts that will be used, these should also be listed. Texts reflect and support writing, speaking, or content outcomes and

requirements. As institutions pursue the opportunity to expand into online/open resource electronic text material, the panel has sought to provide some necessary guidance on citing these learning resources in submitted syllabi and documents. If any online reading or resource materials are used, provide accessible evidence which may be a complete working url or bibliographic citation. This site/resource must be active, working, and viewable by the panel. Active hyperlinks are acceptable but cannot be embedded in an online learning system.

### Schedule and Methods of Evaluation

The submission should show a weekly or daily schedule indicating how the material will be covered. This schedule will be used to determine if appropriate time is being spent on specific topics that make up the course. Do not list simply, "Chapter 1, Chapter 2, section 3.6" etc. The topics MUST be stated.

The means for evaluation can be given in this schedule – whether it is tests, projects, papers, etc. A grading scale should also be included and any weighting of the particular assessments.

### Discipline Specific Concerns

Interdisciplinary Courses – The only course that is cross-listed is Discrete Mathematics, which is a course that is listed as a mathematics course and a computer science course. This course may be used as a general education mathematics course and as a course that meets a computer science requirement.

### Common Reasons Courses Are Not Approved

In order to facilitate approval of submissions, it may be helpful to be aware of some common reasons for which courses have not been approved.

- Course has an inappropriate prerequisite or is not clearly or appropriately stated on all submission documents.
- Course does not match course description.
- Course is too broad in scope – contains too many topics for the General Education Mathematics course (M1 904) that allows only 3 or 4 topics studied in depth (refer to IAI description).
- Course is too narrow in scope – does not cover the necessary components as described in the course description.
- Course is not a lower division course.