



# Instructions for Filling Out a Quali Course Revision Proposal for General Education Designations

**Important:** Do not submit course revisions to indicate that you wish to keep the SUNY Arts, Foreign (World) Language, Mathematics, Natural Sciences, or Social Sciences designations! All of those will be batch-loaded by Quali if the department returned the survey and requested that. If you wish to add a second designation to one of those courses (assuming that is what is chosen by the College community), please wait until the first one has been loaded into the course.

## Getting Started

1. In MyMCC click on the Curriculum Proposals link in the Faculty Tools channel of the Faculty Essentials tab
2. Click on “Open Curriculum Management Database>”
3. The Quali landing page is “My Dashboard” where all your proposals in progress will be listed.
4. Click on “Courses” in the left column



5. When the Courses page opens, type the course number you wish to revise in the search bar and hit enter. Your course should appear in the list below the search box.

Code	Title	Description	Created On	Status
LDS103	Organizational Leadership	An introduction to the concepts, theories and ideas guiding leadership activities at work. This cour...	2021/05/11	Active
PPE240	Practicum in Professional Skills	An overview and introduction to various professional skills to groups and individuals. The ability t...	2021/05/11	Active
SMT215	Sports Management	Survey course addressing the role of administration specific to fitness, athletic and rehabilitative...	2021/05/11	Active


6. Click on the course. This opens the record for the active course.




# Course Revision Proposal

1. To start a course revision, select “Propose Changes” in the right column. This will create another record for the course that you can then update to propose your changes.

CurriculumManagement  TRACEY GRANAY 

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**CLT 100** | Introduction to Medical Laboratory Technology Current | Fall 2021 – Indefinite 

Course Information		<a href="#">Edit</a> <a href="#">Propose Changes</a>  <a href="#">Duplicate</a> <a href="#">Delete</a> <hr/> <a href="#">Print</a> <a href="#">Audit Log</a>
<b>Effective Date</b> Fall 2021	<b>Status</b> Active	
<b>Course Prefix</b> CLT	<b>Course Number</b>  100	
<b>Long Title</b>  Introduction to Medical Laboratory Technology		

2. Work your way through the course form to fill out the appropriate fields as described below. Those with red asterisks in the form must be filled in to be able to submit your proposal.
3. **Proposal Rationale:** For general education proposals, this can be a very general statement. There is an additional field near the end of the form where you will be asked to justify the gen ed designation you are requesting.
4. **Proposer:** start typing your name and it should appear in a list that you can choose from
5. **Proposal Action:** Select “Course Modification”
6. **Reason for Proposal: Institutional Context:** Complete this field using the instructions on the field
7. **Assessment Result:** choose the appropriate answer
8. **Request Type:** Select “Revision” from the drop down
9. **Select the type of change(s) you’re proposing:** Choose “Major Changes for General Education Designation”
10. **Effective Date:** The form defaults to the earliest available semester. If you wish your changes to take effect later than that, choose the appropriate semester.

## Course Description

Unless you are proposing a course title change, you should not need to change anything until the Course Description field.

If you need to revise the course description, replace the existing text with the new description as you want it to appear in the catalog. Quali keeps track of the changes you are making, so reviewers will see the old and new description side by side.

**Note:** We no longer list lecture/laboratory hours or the home department in the course description.

# Requesting Gen-Ed Designation

1. Select “Yes”; this activates additional fields near the bottom of the form.
2. **Pre-requisites:** If you need to change the pre-reqs, do that here, using the rules. Contact the Curriculum Office if you need guidance using the rules. Explain your choices in the Pre/Co-Requisites Explanation field.
3. Continue to scroll through the form completing fields that you feel are necessary to help make your case for the general education designation request. It is not necessary to completely fill out the form for a course revision unless you are making significant changes to the course
4. **Course Learning Outcomes:** Modify the CLOs as necessary. Note that CLOs are one of the main items that reviewers will be looking at to determine if a course meets the gen ed outcomes.
5. Do NOT make any changes in the fields under headers that say “Retiring Format.” Just ignore those.

**SUNY / Gen Ed - Retiring Format** ←

**SUNY General Education**  
Will this course be considered for SUNY General Education Approval? Choose YES or NO  
No

**MCC General Education Outcomes**  
Do you wish to designate the course as meeting MCC General Education outcomes? Or if you are applying for SUNY General Education outcomes or this course is already approved for MCC General Education outcomes, are there additional MCC General Education outcomes you'd like to add or revisions you'd like to make? Select "Yes" if the answer is yes to any of the questions.

6. **SUNY & Gen Ed – New Format:** This is the panel that appears when you select Yes for Gen Ed designation.
7. **General Education Designation:** Select the desired gen ed attribute from the drop-down menu. {Note that currently only the SUNY attributes are listed. If the College Community votes to retain the VE and HW requirements, those attributes will be added to the list.} The form allows the designation of two gen ed attributes – if the College community decides to only allow one per course, the ability to select two will be removed from the form.
8. When you select an attribute from the drop-down menu, the appropriate outcomes table will appear in the form. In this table, list the NUMBER of the CLO(s) that address the gen ed outcomes in the major and minor columns as appropriate. Note that all of the gen ed outcomes must be addressed in the course, usually between the CLOs and the course outline, in order for a course to earn that gen ed designation.

**SUNY & Gen Ed - New Format**

**General Education Designation**  
SUNY - Communication - Written and Oral

Does this course have more than one General Education Designation?  
 Yes

**SUNY - Communications - Written and Oral: Course Learning Outcomes**  
SUNY general education consists of 10 knowledge and skill areas and 2 competencies. In order for a course to be considered for a knowledge and skill area or competency, the course should meet the learning outcomes for that knowledge and skill area or competency. Please use course learning outcomes to support your request (list the course learning outcomes numbers below).

	Outcomes with Major Content	Outcomes with Minor Content
Research a topic		
Develop an argument		
Organize supporting details		
Demonstrate coherent college-level communication (written) that		

- For the SUNY – Social Sciences outcomes, the following disciplines are typically considered social sciences: anthropology, political science, sociology, psychology, economics, geography, communications, and history (may also be categorized in the humanities).
  - For the SUNY – Humanities outcomes, the following disciplines are typically considered humanities: literature, linguistics, philosophy, history, archaeology, comparative religion, and the history, criticism, and theory of the arts (visual and performing).
9. **General Education Course Schedule:** Complete the table that was provided as a Word document to all department chairs, listing the topics and assignments for each week and indicating where the gen ed outcomes are addressed in either a major (M) way or a minor (m) way. Attach that completed document to the Quali form using the ADD FILE button.
- Customarily, MCC departments have defined “major” and “minor” contextualized to their disciplines. However, it must be readily apparent to reviewers outside of the proposer’s department that every gen ed outcome is sufficiently addressed to meet the intention of the gen ed category.
10. **Gen Ed Justification:** Include extensive narrative to justify the general education designation. Remember that your audience comprises reviewers that are likely to be outside of your discipline.

## Final Steps

1. Finally, if changes were made to the course schedule as part of the course revision, please also enter the modified information in the **Course Outline** field, adding the NUMBERS of the CLOs that are addressed each week. (So, you end up with two course outlines – one addressing the gen ed outcomes that is attached as a separate file, and one that is integral to the course form that addresses where your CLOs are met. See the companion video for an example.)
2. Click “Leave Edit Mode” in the right column. (You can do this at any point in your revision to exit out – just click “Edit” to make more changes).
3. Select “Submit for Approval.”
4. Your proposal will be reviewed/approved by your dept chair, your Dean, and the *ad hoc* course review workgroup. The *ad hoc* workgroup may contact you for more details or to suggest additional revisions before forwarding the proposal to the Faculty Senate Curriculum Committee.

## Additional Implementation Resources from SUNY

SUNY General Education Framework website:

<https://system.suny.edu/academic-affairs/acaproplan/general-education/suny-ge/>

### *Questions and Answers*

**Question:** Is it possible for a course to meet more than one Knowledge and Skill category?

**Answer:**

- Campus faculty will determine whether a course satisfies student learning outcomes in multiple categories.
- A course approved in multiple categories must contain sufficient content to address all of the learning outcomes for each category and should have an assessment plan to evaluate student attainment of all of the learning outcomes for each of the multiple categories.
- The campus shall ensure sufficient breadth in its general education program(s). Implementation Guidance A.iv. Where there is considerable overlap in content, assigning multiple GE categories is a reasonable solution, particularly in programs with credit constraints

**Question:** The second SLO under "World History and Global Awareness," refers to impacts on "well-being" and "sustainability." Do you have working definitions for these terms?

**Answer:** Sustainability is meant to be interpreted broadly as in the sustainability of a culture, civilization, nation, etc. as in the [UN Sustainable Development Goals](https://sdgs.un.org/goals) (<https://sdgs.un.org/goals>) which include access to education, economic vitality, etc.

The goal was not to restrict narrowly the type of impact on wellbeing and sustainability. Instead, we wanted faculty to be able to select an impact in these broad areas appropriate to the content of their courses. For example, the environment quickly comes to mind when thinking about sustainability. However, an investment and finance course might consider the impact of the world bank on sustaining economies and reducing poverty.